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GMAS Subagreement High Level Business Process
Overview

This document outlines the *high level* subagreement business process as supported by the new GMAS subagreement workflow and describes the framework within which central offices and departments manage subagreements.

There are points within the subagreement workflow that were purposefully designed to be flexible to allow for differences in structure and/or roles and responsibilities within each central office. At a more detailed level, each office may implement certain aspects of the process a little differently while still adhering to the overall framework. The University-wide high level business process will identify *where* this flexibility exists but will not document *how* each office will implement each specific detailed process.

Three terms used throughout this document are defined below:

- Subrecipient: The combination of an organization with whom Harvard is planning to do business, a particular Principal Investigator, and statement of work
- Subagreement: The initial agreement with the subrecipient
- Subamendment: A subsequent revision to a subagreement

For purposes of this document, the word "Subagreement" will be applied generically to both subagreements and subamendments. If a certain part of the process applies only to a subagreement or subamendment it will be identified specifically as such.

The subagreement workflow has been created in GMAS with the goals of:

- Increasing efficiency
- Improving transparency
- Reducing reliance on email and other systems

The GMAS subagreement workflow tracks work in GMAS from the time a subagreement draft is requested until the subagreement is fully executed. All Central Office, School, and Department personnel have real time visibility to the current status of each subagreement for their respective areas of responsibility. This greatly reduces, if not eliminates, the need for shadow systems, and for the multiple emails that were previously sent to request subagreements drafts and provide status updates.

Scope

This document defines the process from the time a Department or Central Office is made aware of the need to draft a subagreement or subamendment, through the review, drafting, negotiation with the subrecipient, recording of signature(s), and full execution of the subagreement.

This document does not include the process to set up the subrecipient in GMAS via an Initial Proposal or other request.

Subagreement Workflow Statuses
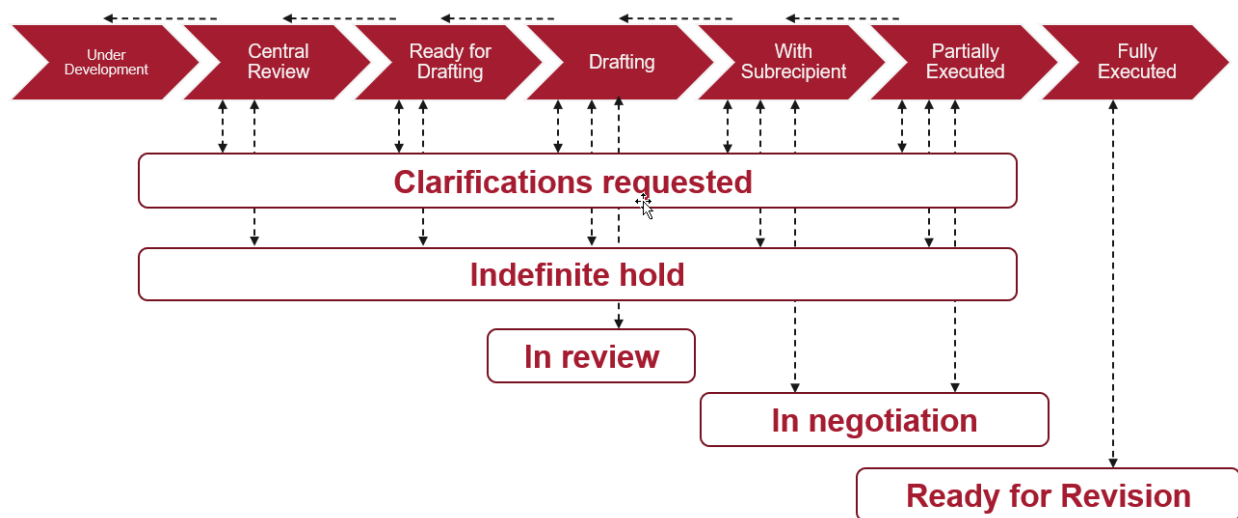
Primary statuses:

- **Under Development**: Department begins to enter data in GMAS to request a draft subagreement.
- **Central Review**: Draft request is locked and routed, and the request is reviewed by central office.
- **Ready for Drafting**: Central Reviewer has completed their review.
- **Drafting**: Sub Team has started drafting the subagreement.
- **With Subrecipient**: Draft is complete and sent to the subrecipient via email for their review
- **Partially Executed**: Subagreement has been signed by either the subrecipient or Harvard and the subagreement is not unilateral.
- **Fully Executed**: Subagreement has been signed by the subrecipient and Harvard or by Harvard only if the agreement is unilateral.
- **Declined**: Subrecipient or Harvard determines they do not want to move ahead with this agreement. Declined may be applied from "drafting" to "Partially executed" status.
  - o If the sub is declined from the initial subagreement, GMAS also declines the subrecipient record.

- o If the sub is declined from the initial subagreement, then rolled back to the status prior to it being declined, GMAS will roll back the decline of the subrecipient record as well.
- o If the sub is declined from the subrecipient record outside of the subagreement or amendment workflow, the subrecipient record cannot be rolled back.

Secondary Statuses:

- **Clarification Requested**: At any point when the primary status is in Central Review until it is in Partially Executed, the person to whom the subagreement draft is currently assigned (the "assignee") may request information from another GMAS user by setting the secondary status to "Clarifications Requested".
- **Indefinite Hold**: At any point when the primary status is in Central Review until it is in Partially Executed, the assignee may determine that work on the subagreement draft should not or cannot continue for a period of time. They will set the secondary status to "Indefinite Hold".
- **In Review**: When a subagreement draft request is in the primary status of "Drafting" and the draft has been completed, if the draft should be reviewed by the Central Reviewer before being sent to the subrecipient, the Drafter may set the secondary status to "In Review".
- **In Negotiation**: At any point when the primary status is in "With subrecipient" until it is in Partially Executed the assignee may determine that negotiations are needed to reach agreement on terms and conditions and/or other language in the draft. The secondary subagreement status should be set to "In Negotiation".
- **Ready for Revision**: When a subagreement has been fully executed, this secondary status is automatically applied. A Central Administrator can then add revision instructions, complete the revision, or determine that a revision is not needed and remove it from this status.

Rollback

In the event the draft request moved ahead in the workflow but needs to be moved to a prior status, it can be rolled back. The reason for the rollback must be entered. Names of people to notify via a GMAS automated email notification may be entered.

Delete

The subagreement draft request may be deleted at any point from "Under development" until "Ready for drafting" status. Departments may only delete while the draft request is in "Under development".

Roles and Responsibilities

Subagreement Draft Requester

The Draft Requester will:

- Gather and enter required information in the GMAS Subagreement homepage and lock and route the draft request.

- Ensure all required subagreement documents are uploaded to the GMAS document repository and categorized.
- Track the status of all subagreements in their portfolio using the GMAS subagreement dashboard.

Once the draft request is locked and routed, the Draft Requester is responsible for responding to any questions and/or requests for additional information from the Central Office using GMAS statuses and workflow assignment functions to communicate and keep the subagreement moving through the workflow.

Central Reviewer

The Central Reviewer is responsible for vetting the subagreement draft request. This review includes, but is not limited to, confirming dates and dollars, ensuring risk assessment requirements have been met, confirming UEI is documented for federal funds, confirming required documents have been uploaded and categorized in the document repository, and obtaining sponsor approval for the subrecipient when needed.

During this review, if any questions arise, or additional information is required, the Central Reviewer uses GMAS functionality to follow up with the Draft Requester, then updates the status of the draft request to move it on to the Subcontract team for drafting.

Subagreement Drafter

The Subagreement Drafter is responsible for drafting the subagreement based on information in the GMAS draft request. If any questions arise, the Subagreement Drafter will update the subagreement status and assign the agreement to the appropriate contact to obtain the needed information. The Drafter will upload and categorize the draft agreement in the GMAS subagreement document repository. It is the responsibility of the Subagreement Drafter to update the GMAS status and assign the subagreement to the Negotiator (if that person is not also the Drafter) if the subagreement must be reviewed and/or negotiated.

Negotiator

It is the responsibility of the Negotiator to work with the Subrecipient to reach agreement on terms and conditions and revise the draft as appropriate. During the negotiation process, should clarifications be required, the Negotiator will use GMAS functionality to obtain information from the appropriate contact when possible. When agreeable terms have been reached, the Negotiator will obtain both Harvard and subrecipient signatures (if applicable), upload and categorize the signed subagreement to GMAS document repository and set the status to "Fully Executed." Each Central Office may establish specific processes around obtaining final signatures from the subrecipient and Harvard Negotiators. In all cases a current risk assessment must be recorded in GMAS before the subagreement can be fully executed.

Operations

When a subagreement has been fully executed, and dates and/or dollars or accounts are impacted, a GMAS segment revision is required. It is the responsibility of Operations to complete the GMAS revision to set up or adjust subagreement accounts and issue an Action Memo to inform the Project administrative team that the subagreement has been activated.

GMAS Subagreement Notifications

GMAS notifications for subagreement actions will be sent in the following circumstances:

- To an assignee when the assignment is made
- To a person who has opted into received notifications:
    - **At the subagreement/subamendment level**: To receive notifications for any status change on a specific subagreement/subamendment, the user may opt in on the subagreement/amendment homepage.
    - **At the portfolio level**: To receive notifications for specific status changes for all subagreements/amendments within a person's portfolio, the user may opt in by status on their person profile page. This option is not available to those GMAS users who do not have assigned portfolios.
- **To a person whose name has been entered as a recipient of a notification when adding a comment on any converted screen.**
- **To a person whose name has been entered as a recipient of a notification when rolling back a subagreement draft request to a prior status.**

Dashboard Overview

The subagreement dashboard will provide visibility to all subagreement draft requests in statuses from Under Development through Ready for revision.

The subagreement dashboard will serve as the primary method for Central Office and Department Administrators to track the progress of subagreement draft requests and to identify actions to which they have been assigned. Subagreement drafts may be assigned or re-assigned directly from the dashboard. Additionally, users may go directly to the subrecipient homepage by clicking on the "Sub #" link or directly to the subagreement homepage by clicking on the "Type" link (listed as either subagreement or subamendment). All fields are either sortable and searchable or filterable.

Default filters may be set and saved. Data displayed on the dashboard may be downloaded into an excel spreadsheet. The data downloaded will include all subagreements to which a user has access based on GMAS security. Filters can then be applied in Excel.

Subagreement Document Management

Because subagreement documents can be uploaded at different times in the subagreement's lifecycle, in different GMAS document repositories, enhancements have been made to make subagreement documents more "findable".

When a subagreement document is uploaded in a segment or request document repository a category must be assigned.

When the category is assigned to the document, the user will be presented with a drop down list of all subagreements associated with that segment. The user will select the appropriate subagreement. This will associate the document to the specific subagreement and will allow the document to be displayed in the documents panel on the subrecipient homepage in addition to those documents that were uploaded to the subagreement document repository.

Documents displayed in the documents panel that were uploaded to the segment or request document library will be viewable, but not editable. To lock these documents according to each Central Office's document guidelines, users will use the link to the originating document repository displayed in the panel, and lock or otherwise edit from that repository.

Process Steps

Initiating the Subagreement Draft Request

The Draft Requester initiates the request for draft by selecting a subrecipient from the Subrecipient list page. Multiple subrecipients can be selected at one time. This action is typically triggered by the receipt of an award notice for the prime award and the set up of that award in GMAS, but may also be triggered by:

- The receipt of notice of award for a continuation or other request for an additional year's funding or time on the prime award
- The addition of a subrecipient via the awarding of a Subrecipient addition at no additional cost request in GMAS
- Communication of the need to make an administrative changes, such as the change of the subrecipient PI.

The request for a draft subagreement can be created before the related prime award has been activated in GMAS, but it cannot proceed beyond "With Subrecipient" status until the Action Memo for the prime award has been issued. The draft request should be locked and routed for Central Review after the Action memo activating the segment is issued.

In some instances, Central Administrators may initiate the request for a subamendment to incorporate new terms or other administrative changes per prime award updates. Each central office will identify the scenarios in which Central Administrators will initiate the draft request.

If the Central Administrators initiate the subamendment draft request in GMAS, they will fill out the required information, lock and route the draft request, then set the status to "Clarifications Requested" and assign it to the appropriate department representative to review.

- The department representative will respond to the clarification request by either indicating their approval or providing additional information in the clarification completion comments.
- If changes are requested, the Central Administrator can either make the requested changes or roll back the draft request to "Under Development" and ask the department to enter the changes.

Completing an Initial Subagreement Draft Request
The draft requester will provide the following information:

Actions Required
- **Dates and Dollars**: Issued start and end dates and the amount to be issued must be entered. If there is a carryforward from a prior budget period, it is entered as well.
- **Special Terms:** Special reporting, advanced payment, and the exchange of human subjects' data must be identified by flagging as "Yes" or "No".
- **FFATA Statement of Work Summary**: if the subagreement is on a federal award subject to Federal Funding Accountability and Transparency Act (FFATA) reporting requirements, a statement of work summary with a maximum of 4k characters must be entered. Regardless of FFATA reporting requirements, a complete and current statement of work must be uploaded in the document repository for all subagreements.

Optional Data
The following data is optional when a draft request is in "Under Development" status, and may be entered if available prior to lock and route:

- **Subrecipient Contacts:** Names and email addresses may be entered into the text field. Subrecipient contacts do not require a person record in GMAS.
- **Primary Performance Location:** The location where the work will be performed can be entered by the draft requester if available at that point in time.
    - The Primary Performance location is required to be entered prior to recording signatures when the FFATA flag is set to "Yes" on the subagreement.
    - Members of the OSP^FFATA Editor – University wide standing team have the ability to set the flag to "No" if applicable. For all subagreements on projects with a federal sponsor, the FFATA flag will initially be set to Yes. If a department confirms that a subagreement on a federal award is not subject to FFATA reporting requirements, they should contact a member of the OSP^FFATA Editor – University wide standing team to request that the FFATA flag be removed.

- **General Information**: Subrecipient PI, and Description default in from the initial proposal, and may be updated if needed. Subagreement type defaults in as Cost Reimbursable and may be updated.

Documents

The Draft Requester will also ensure that a current version of the following required documents (at a minimum) have been uploaded to the subagreement document repository in GMAS if not previously uploaded in another document repository:

- Signed letter of Intent
- Statement of Work
- Budget
- Budget Justification
- When a proposal to NIH includes a subaward to a foreign organization:
    - Implementation Plan (addendum to the Data Management Plan) with the subrecipient on means of access, such as:
        - Method of direct access to their records site, electronic logbooks, etc.
        - Confirm the data repository for data and share site (e.g., SharePoint, Dropbox, Box, Google Drive, etc.).
        - Include a provision detailing the timing of accessing copies of the foreign subrecipient's records supporting the research outcomes.
        - If the subrecipient's records include personally identifiable information and/or information in a foreign language, the implementation plan must also include a provision requiring the foreign subrecipient to de-identify information and/or translate the information into English, if requested by the University to meet regulatory requirements.

The documents should also be categorized with the document type.

Once the Draft Requester has initiated the draft, the draft will have the status of "Under Development" and will be visible on the Subagreement Dashboard.

Completing a Subamendment Draft Request
The workflow for a subamendment is the same as the workflow for the initial subagreement. However, the data required to be entered when requesting a subamendment differs from that required for the initial subagreement.

Actions Required for a Subamendment
When requesting a draft for a subamendment, on the subamendment homepage, the Draft Requester will be presented with an Action Required to select the attributes that will be changed by the subamendment. Attributes include:

- Special Terms
- Dates and Dollars
- Primary Place of Performance
- Statement of Work
- Subrecipient PI
- Other

Based on attributes selected, additional Actions Required will be displayed. The requester will be required to enter data for each selected attribute before the draft request can be locked and routed. All other data will remain unchanged. This approach makes it clear what is changing on any specific subamendment, by displaying the requested changes in the panels on the subamendment homepage.

General Information and Contacts

The Description and Subagreement Type can be edited in the General Information panel on the subamendment homepage. Subrecipient contacts may be added or edited.

Documents

The Draft Requester must upload and categorize any new or revised documents associated with the subamendment to the subamendment document repository.

Locking and Routing

When all required data has been entered in the subagreement homepage and all required documents have been uploaded and categorized, the Draft Requester will Lock and Route the draft request. This will set the subagreement workflow status to "Central Review". No department approvals are needed when a subagreement draft request is locked and routed.

The Draft Requester will be prompted to assign a Central Reviewer. Using the lookup function, they may select the name of the person who they typically work with in the Central Office, or they can leave the Central Reviewer assignment blank. If they assign a Central Reviewer, the person named will receive a GMAS notification. Each Central Office will determine if the Central Reviewer should be assigned by the Department.

Regardless of whether or not a Central Reviewer was assigned by the draft requester, the draft request will be visible on the Subagreement Dashboard with a Status of "Central Review". The appropriate Central Reviewer can select the draft request from the dashboard and assign it to themselves if not already assigned to begin the review. The assigned Central Reviewer will also receive a notification when the status is updated.

Central Review of Draft Request

The Central review includes but is not limited to:

- Confirming dates and dollars with prime award and department
- Checking that the risk assessment for the subrecipient is present and current
    - Visibility to risk assessments that have been completed for the subrecipient is provided on the subagreement homepage.
    - If the current risk assessment is "Segment Expired, Yellow" or "Segment Expired, Red," OR if there is not a current risk assessment associated to the subrecipient organization in GMAS, the central reviewer should contact their Central Office assessor or subrecipientmonitoring@harvard.edu to request that a risk assessment be completed
    - Please see the Subrecipient Monitoring Policy for additional information or contact subrecipientmonitoring@harvard.edu if questions.
- For federal awards only, on the individual subrecipient page in GMAS, confirm there is a Unique Entity ID (UEI) number. If there is no UEI, contact the subcontract specialist.
- Checking if the funds held aside in the sub bucket are adequate for dollars to be issued. If funds are not adequate:
    - GMAS will display a warning.
    - The Central Office reviewer should clarify with the requesting department if the dates and dollars in the subagreement draft request should be updated or follow their Central Office process to request a GMAS segment revision to correctly allocate funds to the sub buckets.
    - The draft request process may continue through the subagreement workflow until signatures are ready to be logged. GMAS will not allow the status to be updated to "Partially Executed" or "Fully executed" until the sub buckets have been adjusted via a GMAS segment revision. The "Log signatures" button will be disabled if funds held aside are not adequate for the dates and dollars to be issued.
- Confirming that required documents have been uploaded and categorized in the subagreement document repository and that sub documents uploaded in other repositories have been categorized and linked to the subrecipient.
- Confirming the availability of carryforward funds if applicable

If there are issues or questions, the Central Reviewer can place the draft request in "Clarifications Requested" status and assign it to the Draft Requester (or other appropriate contact) for response.

GMAS will send a notification to the assignee. The assignee will enter the information requested in GMAS then remove the draft request from "Clarification Requested" status and add comments. This sets the draft request back to "Central Review" status, assigned to the initial Central Reviewer.

The assignee also has the option to select "Provide an update" if they want to communicate to the Central Reviewer, but do not yet have all information requested. The update comments will be visible on the subagreement homepage. The status will remain in "Clarification Requested".

If the Central Reviewer identifies a *significant* issue in the draft request beyond that which can be resolved by a simple question/response, the Central Reviewer can select "Rollback". This sets the status of the draft request back to "Under Development". A draft request may be rolled back in any status from Central Review through Partially Executed. The person rolling back the draft request may enter the name(s) of a person to be notified via a GMAS automated email notification when they roll it back.

When rolled back to "Under Development" the fields in the draft request become editable by the draft requester again. When the appropriate information has been entered, the Draft Requester Locks and Routes the draft request again.

If the Central Reviewer identifies an issue that cannot be quickly resolved and will prevent the draft request from moving on to "Ready for Drafting" they may set the status to "Indefinite Hold", assign it to the person responsible for resolving the issue, and enter information clearly identifying the issue.

> ➢ **Clarifications Requested**: Primary status remains "Central Review" while the secondary status is "Clarifications Requested" *Data fields in the draft request are not editable* by the Draft Requester. They must enter their response in a comments field in the Clarifications Requested modal.
> ➢ **Rollback:** Primary status is set back to "Under Development". *Data fields in the draft request are editable by the draft requester*. This is a sort of "do over" for the draft requester.

Once all issues have been resolved, the Central Reviewer will set the status to "Ready for Drafting". The Central Reviewer will have the option of assigning the drafting of the subagreement to a specific drafter or leaving it unassigned for another Central Administrator to complete the assignment. Regardless of whether the Drafter was assigned or not by the Central Reviewer, the draft request will be visible on the Subagreement Dashboard with a status of "Ready for Drafting". Each Central Office may establish their own guidelines for assigning the Drafter. When a drafter is assigned, the drafter will receive a notification.

Drafting the subagreement

To begin drafting, the Drafter will select the subagreement draft in "Ready for Drafting" status on the subagreement dashboard. If not yet assigned to the drafter, the drafter can select the draft request and select "assign to me". When the drafter selects "Begin Drafting" the status shifts to "Drafting".

At any point during the drafting process, the member of the subagreement team acting as the drafter may either Request Clarification or, indicate a larger issue that will delay work, by placing the draft request on Indefinite hold. In either case, the reason for the status change, what information is needed,

and an assignment to a specific person will be required. The assignee may be a Harvard employee or may be an external resource at the subrecipient organization or other organization.

If an external person is the assignee, their name must be entered manually in the contact text box. Communication to an external person will have to take place via email, but the response should be entered in GMAS.

If a Harvard employee is identified as the assignee, they will receive a GMAS generated automated notification. Additionally, the draft request will be visible on their subagreement dashboard in "Clarification Requested" or "Indefinite Hold" status. The assignee will provide the required information in GMAS and remove it from "Clarification Requested" or "Indefinite Hold" which re-assigns it back to the Drafter in GMAS.

Additionally, if it is found that the draft request was set to "Ready for drafting" prematurely, it can be rolled back to "Central Review" status, or from "Drafting" it may be rolled back to "Ready for Drafting"

Sending the subagreement to the subrecipient

In many instances, once a subagreement has been drafted using the information entered by the departments in the GMAS draft request and reviewed by the Central Reviewer, it can be sent directly to the Subrecipient. In certain cases, the draft should be reviewed by the Central Reviewer prior to sending it to the subrecipient. Each central office will establish their own internal process to govern this decision.

When the draft subagreement can be sent directly to the subrecipient, the Drafter will set the status to "With Subrecipient" when the drafting process is complete. They will be required to identify the subrecipient contact to whom the draft was sent as well as the date sent. Additional comments are optional. The drafter will ensure that the draft is uploaded in the GMAS subagreement document repository and categorized and will email a copy of the draft to the subrecipient for signature.

Use of "In Review" Status

If the draft should be reviewed by the Central Reviewer before being sent to the subrecipient, the drafter will set the secondary status to "In Review" and will be required to enter the reviewer's name. Comments are optional. A GMAS notification will be sent to the Central Reviewer. The drafter will ensure that the draft is uploaded in the GMAS subagreement document repository.

The Central Reviewer will review the draft. If changes should be made, the Central Office will determine if the Central Reviewer makes the corrections/edits in the draft, and inform the Drafter, or whether they will identify the corrections in comments and ask that the drafter make the changes.

When the review is complete, the Central Reviewer will remove the draft subagreement from "In Review". This will set the status back to "Drafting". The drafter will then send an updated version of the subagreement to the subrecipient as described above.

Negotiating the Subagreement

If the agreement requires negotiation, the draft request may be reassigned to another member of the subagreement team – a Grants and Contracts Officer, Assistant Director, or the Drafter may also be the Negotiator. The status should be set to "In Negotiation", a secondary status. The primary status remains "With Subrecipient". The assigned Negotiator will receive a GMAS notification.

While terms of the subagreement are being negotiated, if questions or issues arise, as with prior statuses, the Negotiator can remove the draft request from In Negotiations status and set the status of the draft to Clarifications Requested or Indefinite Hold. The draft request then must be assigned to an individual, the reason for the status change entered, and an automated GMAS notification will be sent to the new assignee if the assignee is internal to Harvard.

The negotiator may flag special terms and conditions beyond standard Harvard terms that apply to this subagreement if not previously flagged. The special terms and conditions include terms related to:

- Human Subjects Data
- Special Reporting
- Advanced Payment

When negotiations are completed, the Negotiator will remove the draft from "In Negotiation" and the draft will return to "With Subrecipient" status. The appropriate member of the subagreement team will forward the final version of the subagreement to the subrecipient for signature. Each Central Office will determine how this communication with the subrecipient is managed.

Signing the Subagreement

Signatures are recorded by entering the date the subagreement is signed in GMAS. The name of the signatory does not need to be recorded in GMAS.

If the subagreement is a unilateral agreement, only Harvard's signature is required. When this signature is obtained and the date is recorded in GMAS, the subagreement status will be moved to "Fully Executed".

If the subagreement is not a unilateral agreement, when the subrecipient signature is obtained and the date is recorded in GMAS, the Negotiator or Drafter can set the status to "Partially Executed". The subagreement status can be updated to "Fully Executed" when the Harvard signature is obtained, and the date is recorded. If the Harvard signature can be obtained and recorded concurrently with the subrecipient signature, the subagreement status can move directly to "Fully Executed".

Completing the Subagreement Revision

When a subagreement is fully executed in GMAS, the secondary status of "Ready for revision" is automatically applied, while the primary status is Fully executed. The subagreement will be reviewed by

the appropriate Central Office administrator to determine if a segment revision must be completed. Options available are:

- **Make Revision**: if the person reviewing determines that a segment revision is required and they are the person who will perform a revision, they can select "Make revision" and proceed to process the revision. When the revision is committed, the Ready for revision status is removed, and the workflow is complete.
- **Update with Revision instructions**: if the person reviewing determines that a segment revision is required but they are not the person who will complete the revision, they can select "Update with revision instructions". They will assign it to either a specific team member who will complete the revision, if known, or assign it to Operations if assignment is done on round robin basis. Entering instructions for the revision are optional. When Operations is ready to complete the revision, they select "Make Revision", and proceed to process the revision.
- **Remove from ready for revision**: If the person reviewing determines that a revision is not needed, they can select "Remove from ready for revision". The subagreement status is set back to "Fully Executed" and the workflow is complete.

When the segment revision is initiated, a "Subagreement revision overview" is displayed. This modal provides a list of any subagreement that is in "Ready for revision" status. These subagreements will automatically be pulled into the revision and Ready for revision will be removed when the revision is committed. The modal also provides a list of subagreements that are in statuses prior to Ready for revision, and if they are fully executed and set to Ready for revision before the revision is completed, they will be pulled into the revision. This information is provided to help Operations determine if theyfd want to move ahead with the revision now or wait to include additional subagreements in the revision.

When the revision has been completed, if Operations also commits the revision, they will select "Commit changes" as they usually do. The action memo will be issued, and the secondary status of Ready for revision is removed from all subagreements included in the revision. The status is Fully executed, and the workflow is complete.

If Operations does not normally commit the revision, after completing the revision, they will select "Save and continue later" on the revision screen, then go to the subagreement homepage to select Update with revision instructions. They will assign it to the Central Reviewer who will commit the revision. The assignee will receive a notification and will commit the revision.

Additional Resources

- [Subagreement Job Aids](#)
- [Subagreement Workflow Step-by-Step Instructions](#)
- [GMAS Subagreement Online Training for Central Administrators Overview](#) (HTP)
- [GMAS Subagreement Online Training for Central Administrators Demonstration](#) (HTP)

- GMAS Subagreement Training for Departments – Course 1 (HTP)GMAS Subagreement Training for Departments – Course 2 (HTP)
- Subrecipient Monitoring Policy
- Subrecipient Monitoring Toolkit
- Subrecipient vs. Contractor Guidance

Document History

Table 1 Document History

Version	Date	Author	Rationale
1.0	02/12/23	C. Martini	Initial
1.1	05/08/23	C. Martini	Update for GMAS release 1_61.03
1.2	9/6	A. Ferreira & c. Martini	Update for GMAS release 10/2