UNIVERSITY OF
South Carolina

Controller's Office - Subawards and Subrecipients
Understanding Roles and Responsibilities

Successful subaward management requires ongoing coordination among the PI, department, central offices, and subrecipient.

SAM
Office of Sponsored Awards Management

- Prepares, negotiates, and issues subawards and amendments through authorized officials.
- Incorporates applicable sponsor requirements and risk language into agreements and coordinates required sponsored approvals.
- Requests subaward Purchase Order establishment and changes by sending requests and documentation to the Controller's Office.
- Refers departments and PIs to Purchasing for guidance on the appropriate procurement method when applicable.

Controller's Office

- Assists subrecipients with Supplier Self-Service Portal registration as needed.
- Submits subaward requisitions after receiving requests and documentation from the Office of Sponsored Awards Management (SAM).
- Forwards Purchase Order dispatch notifications to SAM for incorporation into the subaward agreement.
- Completes annual subrecipient risk assessments and ongoing compliance reviews of subaward invoices submitted for payment.
- Processes subaward invoice payments after departmental and PI approval.

Purchasing Department

- Reviews and approves subaward requisitions and dispatches the Purchase Order to the Controller's Office Compliance Team.
- Advises departments and PIs on the appropriate procurement method when applicable.

Department / Business Manager

- Coordinates with the PI to submit complete, inclusive proposals and prepare or obtain all required documentation.
- Monitors subaward invoice submissions for compliance with agreement terms and available funding.
- Requests closure of subaward Purchase Orders after confirming final expenses with the Post Award Accountant.

Principal Investigator

- Defines the subrecipient's scope of work, milestones, and deliverables.
- Maintains communication with the subrecipient's project lead.
- Monitors programmatic completion, ensures invoiced expenses align with work performed, and approves expenses accordingly.