

7.0 SUBAWARDS/CHANGE ORDERS/ADMINISTRATIVE CHANGES (09/09)

The information which follows applies specifically to subawards and change orders / amendments which are processed by the OSP Research Subawards Team.

7.1 Signature Authorization

- a. Subaward administrators of the OSP Research Subawards Team who are authorized to sign subawards and change orders / amendments and the dollar limit of their authorizations, are set forth in current listings titled “Separate Subaward/Purchasing Agency Approval” (Form 7.1A) which carry the approval signature of the Director of Sponsored Programs.

7.1.2 Signature as Agent

- a. Subawards with commitments which do not exceed the subaward administrator’s dollar limitation, and change orders which increase the total commitments of orders to amounts which do not exceed the subaward administrator’s dollar limitation will be signed by the subaward administrator.
- b. Subawards with commitments which exceed the subaward administrator’s dollar limitation, and change orders which increase the total commitments of orders to amounts which exceed the subaward administrator’s dollar limitation will be routed to the Assistant Director of OSP Research Subawards Team or the Deputy Director of Sponsored Programs, as appropriate, for signature.

7.1.3 Processing Procedures for Signature and Countersignature

Subawards and change orders / amendments which create or increase the total value of the award to an amount greater than the signature authorization level of the subaward administrator must be routed for countersignature by the Assistant Director of OSP Research Subawards Team or the Deputy Director of Sponsored Programs where appropriate.

7.1.4 Processing Procedures for Allotted / Incremental Funding

Subawards that have a total value greater than the signature authorization level of the subaward administrator but is incrementally funded, the change orders / amendments need not be routed for countersignature for subsequent allotted funded releases once the original award has been routed for countersignature by the Assistant Director of OSP Research Subawards Team or the Deputy Director of Sponsored Programs, as appropriate, for signature.

7.1.5 Processing Procedures for Administrative Changes

Subawards that have a total value greater than the signature authorization level of the subaward administrator, administrative change orders / amendments need not be routed for countersignature for subsequent allotted funded releases once the original award has been routed for countersignature by the Assistant Director of OSP Research Subawards Team or the Deputy Director of Sponsored Programs, as appropriate, for signature.

7.1.6 Processing Procedures for Contract / Provision Language Changes

Subaward change orders / amendments that have a total value greater than the signature authorization level of the subaward administrator that change any of the contract provision language must be routed for countersignature by the Assistant Director of OSP Research Subawards Team or the Deputy Director of Sponsored Programs, as appropriate, for signature.