UNIVERSITY OF DELAWARE. EXCHANGE

SUBAWARD-SPECIFIC WORKFLOW

Regular Purchase Requisitions	Research Office Subaward Requisitions	NIIMBL Subaward Requisitions
Requester submits req into workflow	Requester submits req (Subaward form) into workflow with PI as "Prepared For" user	Requester submits req (NIIMBL subaward form naming Program Manager) into workflow with PI as "Prepared For" user
COA Approval	COA Approval	COA Approval
DPS Approval	DPS Approval	DPS Approval
Commodity Approval (incl. C&G or SRA if needed)	Grant Approval (C&G)	Grant Approval (C&G)
	FINISHED - to PO	**FINISHED - to PO**
Procurement Approval		
Executive Approval 1 Executive Approval 2 Executive Approval 3 (as required by $)		
FINISHED - to PO		

Regular Purchase Purchase Orders

Assigns PO number (UDB or UDS)

Syncs to PeopleSoft

Dispatches to supplier

FINISHED - to voucher

Research Office Subaward Purchase Orders

Assigns PO number (UDR)

Syncs to PeopleSoft

Notifies Research Office of PO number

FINISHED - to voucher

NIIMBL Subaward Purchase Orders

Assigns PO number (UDR)

Syncs to PeopleSoft

Notifies NIIMBL Program Manager and financial coordinators of PO number

FINISHED - to voucher

SUBAWARD-SPECIFIC WORKFLOW

Regular Purchases Vouchers

AP enters voucher

Routes to PO owner or DPS for approval (depending on setup)

Routes to buyer for credit card payment (if applicable)

Routes to AP for Asset tagging (if applicable)

Pays

Research Office Subaward Vouchers

RO enters voucher

RO manually routes to Dept Grant Administrator named on Subaward form

Routes to PO Owner (PI) for approval

Routes to Research Office for final approval

Pays

NIIMBL Subaward Vouchers

NIIMBL enters voucher

NIIMBL manually routes to Dept Grant Administrator named on Subaward form

PM manually adds correct Science Program Manager as ad hoc approver for approval

Routes to COA for approval

Routes to PO Owner (PI) for approval

Routes to NIIMBL SRA for final approval

Pays