Assign SUBK Management

In some cases a subcontract (SUBK) associated with a PAF will be managed by a Principal Investigator (PI) other than the PAF Contact PI and/or a department other than the PAF Administrative Home. “Management” provides the ability to enter the SUBK worksheet and execute activities (e.g., SUBK submission, approval of the draft subcontract). In eRPM, SUBK management is recorded via two activities:

- Assign SUBK Management – completed by the PAF Administrative Home
- Accept SUBK Management – completed by the unit reviewer in the department to which the SUBK is assigned. See the Unit Reviewer quick reference for instructions.

Upon unit acceptance, the work to establish the SUBK is transferred to the new department, but the PAF contact PI remains responsible for all subcontract activity associated with the project. The PAF Administrative Home department retains access to the SUBK.

Assign SUBK Management

SUBK Activities Menu

1. Click Assign SUBK Management from the Activities menu.

   Note: This activity is only available when the SUBK State is Pre-Submission.

Assign SUBK Management Window

1. Select whether a Managing PI will be assigned to the SUBK (Yes or No).
   - If select Yes, complete steps 3 –4.
   - If select No, go to step 5.

2. Select the Managing Investigator’s Name from the list of PAF Investigators.

3. Select the Managing Administrator’s Name from the list of PAF Administrators.

The PAF’s Contact PI, Administrative Home Department, and Administrators are listed here. The investigators and administrators displayed here come from the parent PAF.
Assign SUBK Management Window continued

5. To indicate a managing department, select Yes.
6. Enter either the Dept ID (e.g. 173500) or the department’s Name in the search field.
   As you begin typing a value, the system displays matching values in a drop-down list. Select a value from that list.

Note: You can also click Select to search for and select the managing department.
7. If desired, enter Comments.

Note: Comments appear with the completed activity in the Recent Activity list on the SUBK Workspace and in the email notification.
8. Click OK.

SUBK Assignment Information

After a SUBK is assigned, the PIs (contact and managing) and Administrators from both the PAF Administrative Home and managing department can view assignment information in two places.

SUBK Workspace

SUBK Management Email Notification

The Managing Department, Investigator and Administrator appear on the SUBK Workspace.

Email recipients include:

- PIs & Administrators (PAF Administrative Home and managing department)
- SUBK “Notifiers” (PAF Administrative Home and managing department)
- PAF “Notifiers” (PAF Administrative Home and managing department)