Subaward Update

Feb 23, 2018

OSR has implemented numerous changes over the last two years in response to a Subaward Business Process Improvement initiative undertaken in May 2015. OSR has realized many of the planned improvements and continues to identify ways to streamline and improve the subaward process.

<table>
<thead>
<tr>
<th>Area of Improvement</th>
<th>Initiatives</th>
<th>January 2018 Update</th>
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<tbody>
<tr>
<td>Improve process and forms</td>
<td>Subaward Request Form update (completed)</td>
<td>Continued review and improvement of processes and forms.</td>
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<td></td>
<td>New Subrecipient Commitment Form (implemented)</td>
<td>Implementation of new technology has streamlined the intake process by utilizing OSR Triage.</td>
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<td>Participated in FDP Clearinghouse pilot (now fully implemented) to fast-track FDP member compliance review.</td>
<td>Uniform Guidance impacts were assessed and solutions implemented.</td>
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<td>Temporary staff were hired in 2016 to address the backlog of subaward transactions and allow for implementation of BPI recommendations.</td>
<td>The Subaward Risk Assessment process has been streamlined and review for improvements is ongoing.</td>
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<td>Optimize resources</td>
<td>Signature authority was delegated to the Subaward Team.</td>
<td>Following success of the BPI implementation with temporary staffing support, OSR is seeking funding to maintain permanent subaward team positions.</td>
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<td>RMS Teams assumed responsibility for initiating subaward requests following receipt of award.</td>
<td>Timeline improvements were measured from optimization of resources (see next).</td>
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<td>Addition of temporary RA2 associates to support risk assessments and expedite MCAs and simple amendments.</td>
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Develop metrics

Performance dashboards were developed to determine the success of the BPI.

In 2016, with temporary staffing support, average time to complete was reduced by nearly 50%.

Transactions open > 90 days reduced from 30% down to 7% of workload.

Subaward drafting: reduced to 15 days

With 2017 move to CACTAS (see next) improved visibility and metrics forthcoming.

Implement new technology

Assess electronic system for transition from paper files.

Docusign used to streamline signatures.

Between August and October 2017, paper files were retired with a move to CACTAS for subaward process tracking.

OSR is collaborating with CGA and SCM to transition subaward management from PeopleSoft to BearBuy in 2018. This will allow subaward commitments to be reflected in MyReports.