

## Outgoing Subaward Agreement Statuses in RAS

**Active** - The fully executed agreement is in place and all compliance actions are completed for the latest transaction.

**Fully Executed** - The Agreement has been signed by both parties (UCSF and subrecipient) and a copy has been returned to the subrecipient. Internal compliance actions still pending completion. Accounts Payable is authorized to pay invoices in accordance with the terms of the agreement.

**Inactive** - The subaward record is invalid/created in error, or the subaward agreement or award is no longer active.

**Partially Executed Received** - A partially executed (signed) agreement has been received from the subrecipient. The agreement is being reviewed by Analyst/Manager for execution.

**Pending Compliance Action** - IRB, IACUC, COI, Audit, and/or Risk Assessment are pending for Subrecipient.

**Pending Department Action** - Additional/revised documents have been requested from the Department or PI in order to complete the request or confirm approval of Subrecipient's change request. For details please see RAS Subrecipients Tab Comment section.

**Pending Subrecipient Action** - Transaction is pending a subrecipient action/response. For details please see RAS Subrecipients Tab Comment section.

Note: Any request for additional information from RMS Subaward Analyst will be made via email.

### Standard Comments and Formatting

- Format = MM/DD/YEAR first initial last name: Comment Type, Tag, Tag, Tag (ex. 07/01/2015 rjurado: Compliance, IRB, COI, Audit)
- **Compliance Action** Comments
  - **IRB** - Need documentation of Subrecipient IRB approval prior to execution.
  - **IACUC** – Need documentation of Subrecipient IACUC Approval prior to execution.
  - **COI** – Need documentation that Subrecipient has a compliant COI Policy prior to execution.
  - **Audit** – Subrecipient is due for their Annual Audit Review for Subawards under Federal Funds. Must be completed prior to execution.
  - **RAC <date mm/dd/year>** – Subrecipient Annual Audit is scheduled to be reviewed by the Risk Assessment Committee on the date specified in the comment.

- **Department Action** Comments (includes actions requiring PI/PD approval)
  - Revised Requested
    - **Budget Corrected** – The budget included in the request includes errors, corrected budget requested from requestor by the Subaward Analyst.
    - **Budget Change Request** – The Subrecipient has requested changes to the budget as included in the request. Request referred by Subaward Analyst to Department and PI for approval.
    - **SOW Corrected** - The Scope of Work included in the request includes errors, corrected SOW requested from requestor by the Subaward Analyst.
    - **SOW Change Request** - The Subrecipient has requested changes to the Scope of Work as included in the request. Request referred by Subaward Analyst to Department and PI for approval.
- **Subrecipient Action** Comments
  - **Pending PE** – The unsigned agreement has been issued to the Subrecipient and the Subaward Analyst is waiting for an initial response.
  - **Pending PE Confirmed** - The unsigned agreement has been issued to the Subrecipient and the Subaward Analyst and has received a response from the Subrecipient’s Sponsored Research Office confirming receipt of the award package.
  - **Pending PE Negotiation** – Subrecipient’s request for changes are under review and negotiation with the Subaward Analyst. Contact assigned Subaward Analyst for details. NOTE! Changes may trigger Department Action.
  - **COI** – Subaward Analyst is awaiting written certification from Subrecipient that they have a Sponsor compliant Conflict of Interest Policy
  - **IRB** - Subaward Analyst is awaiting IRB approval documentation from Subrecipient
  - **IACUC** - Subaward Analyst is awaiting IACUC approval documentation from Subrecipient
  - **SAM** – The Subrecipient is not registered in sam.gov, or their registration is expired
- **Other** Comments –
  - **Basic Review Complete** – The request has passed the Basic Review and been entered into RAS. The transaction has been assigned to a Subaward Analyst, and is pending Full Review.
  - **Transaction reassigned from <first initial last name> to <first initial last name>** - The current transaction has been reassigned to a new analyst.

The following comments will be retained in the comments box for the life of the award.

- **UCSF PI/PD Changed from <last name, first name middle initial> to <last name, first name middle initial> effective <date>** - The UCSF PI for the incoming award has changed.

- **Sub PI/PD Changed from <last name, first name middle initial> to <last name, first name middle initial> effective <date>** - The Subrecipient PI for the outgoing subaward has changed.