

Workday Tip Sheet

Create or Amend a Supplier Contract for an OSP Subaward (aka. Setting up a subaward)

The process replaces the PR-003A form that was completed prior to Workday.

Subaward processes are initiated in Workday at the department/unit level and are classified as a Supplier Contract or in the event of a change to the subaward a Supplier Contract Amendment.

Workflow:

- The Grant Work tag (GR #####) and relevant information for the award line connected with the subaward is sent from the Sponsored Program Officer (SPO) to the Principal Investigator (PI) and then a supplier contract (subaward) can be initiated.
- The PI should work with the cost center manager or grant manager in their unit who has the Subaward Supplier Contract Initiator role.
- In the search bar within Workday, type “Create Supplier Contract” and click on the task. Attach all relevant documents pertaining to the subaward budget and scope of work to the request.
- Once submitted by a cost center or grant manager, the request is routed to the PI for approval.
- Once the PI reviews and approves the request, it will workflow to the SPO to review and approve.
- Once the SPO reviews and approves it, the request workflows to the Grants Shared Service Center (AKA Purchasing) for review and final approval.

There is a detailed job aid that covers this process on the Administrative Research Center (ARC), *Create and Amend a Supplier Contract for an OSP Subaward*

(<https://admin.resources.osu.edu/workday/workday-for-core-users-finance/create-and-amend-a-supplier-contract-for-an-osp-subaward>).

03/29/2021