



**Purpose:** An established business process for Non-Competing Subcontracts in to the School clarifies roles and responsibilities for GMs and SRAs, helping to ensure that these subs are received and processed in a timely manner. The risks of not adhering to this guidance are both programmatic and financial, including delays in research, invoicing, etc.

**Standards of Service:** The SRA will notify the GM bi-weekly of any new and outstanding Non-Competing Subs In on the metrics. The GM will promptly initiate communication with Sponsor for new Non-Competing Subs-In. The SRA will follow-up with the Sponsor for 6 weeks/45 days (time passed is tracked by the metrics) before escalating the communication with the Sponsor back to the department.

**Process Steps for Non-Competing Subs in to the School:**

Step	Role	Task/Activity
1	SRA & GM	Reviews bi-weekly metrics for new Non-Competing Subs In.
2	GM	Notifies SRA if funding will no longer continue or when new funding is expected.
3	SRA	Emails GM to request communication (via email) with the Sponsor be initiated.
4	GM	Emails Sponsor contact promptly and cc's SRA.
5	SRA	Follows up weekly or as appropriate with the Sponsor contact for 6 weeks (~45 days, follows time passed according to metrics) on the status of the
6	SRA	Notifies GM/ADF that the 6 week/45 day period has lapsed and that escalation of follow up is needed.
7	GM/ADF	Continues to follow up with the Sponsor or internally escalates this to the PI.
8	SRA	Shares bi-weekly metrics of Non-Competing Subs In over 45 days with GM so GM can continue to follow up on these outstanding subs.