**Manchester University Federal Funding Accountability and Transparency Act and Government-Wide Debarment and Suspension Compliance Procedures**

1. During proposal development or in a post-award grant meeting, Principal Investigators (“PI’s”) are instructed to tell the director of grants and sponsored programs (“DGSP”) if they are planning a subaward in excess of $25,000 or subcontract/vendor payment in excess of $30,000 related to their grant(s).
2. PI’s tell DGSP when they expect to need a subaward or subcontract/vendor payment above those thresholds.
   1. If a subaward:
      1. DGSP looks up the organization in SAM.gov and saves the result in grant files.
         1. If the organization is not registered in SAM.gov, DGSP works with the PI to ask them to register.
         2. If the organization is not in good standing, Manchester University cannot make a subaward to that organization.
      2. DGSP helps to develop a subaward agreement.
      3. DGSP reports the subaward in FSRS.gov by the end of the month following the month the subaward is executed.
   2. If a vendor/subcontract:
      1. DGSP looks up the organization in SAM.gov and saves the result in grant files.
         1. If the organization is not registered in SAM.gov, DGSP works with the PI to ask them to register.
         2. If the organization is not in good standing, Manchester University cannot make a subaward to that organization.
      2. DGSP tells the senior accountant – budget and accounts payable a relevant vendor payment will be forthcoming
      3. The PI submits the vendor payment for processing.
      4. Senior accountant – budget and accounts payable reports the payment in FSRS.gov by the end of the month following the month in which the payment is made.