Kuali Financial System (KFS) Purchasing and Accounts Payable (PURAP) for Subawards under Extramural Awards - Process

1. Send Subrecipient Request Form (SRF) to subawards@uci.edu

1.a. Verify that subrecipient has been set up in KFS vendor database (link to vendor database is on SRF)

1.b. SRF includes a place for UC Account and UC Fund

1.a.i. If not, send link to subrecipient to KFS vendor onboarding process (link is provided on SRF)

2. Negotiate subagreement with subrecipient

3. Create subaward synopsis cycle (in order to generate subk# for subagreement)

4. Send UNSIGNED agreement to subrecipient and CC: Department

5. Enter requisition in KFS PURAP module

6. Receive partially executed back from subrecipient

7. Review and approve PO in KFS

8. Sign agreement and send fully executed back to subrecipient and CC: Department and our PI

9. Add PO# to subaward synopsis. Enter and review remaining data fields

10. Finalize subk synopsis in SPA database (email sent to department)