

Appendix B
Wake Forest University
Subcontract Roles & Responsibilities Matrix

	Roles and Responsibilities	PI	ORSP	Subcontractor PI	Subcontractor OSP
1	Request sponsor approval to transfer performance of substantive programmatic work to a third party	X	X		
2	Develop subcontractor's budget	X		X	X
3	Develop subcontractor's statement of work	X		X	X
4	Review lists of Excluded Parties and Specially Designated Nationals to verify subcontractor is not debarred, suspended, or otherwise restricted from receiving federal funds		X		
5	Subcontractor A-133 audit certification		X		X
6	Prepare, negotiate, and sign subcontract agreement		X		X
7	Review and approve subcontractor's invoices	X	X		
8	Maintain subcontract files		X		
9	Prepare and submit reports as outlined in the subcontract terms			X	
10	Monitor subcontractor performance and completion of statement of work	X			
11	Check subcontractor's A-133 audit annually		X		