

USC Subcontracting Plan Work Flow University Park Campus

1. Department of Contracts and Grants (DCG) will notify the Research Administrator that a subcontracting plan is needed for an award.
2. Research Administrator will complete the Supplier Diversity Services PI SubK Form, have the Principal Investigator (PI) sign and send back to DCG.
<http://fbs.usc.edu/depts/diversity/page/1490/policies-procedures-forms/>
3. DCG will send the PI SubK Form, the subcontracting requirements from the contract and the approved budget and budget justification to Supplier Diversity Services Office staff, Anita Woo yuenwoo@usc.edu and cc Rhonda Thornton rhondat@usc.edu , Director and the Research Administrator.
4. Supplier Diversity Services staff [Anita Woo] will acknowledge the receipt of the above documents by email within 24hours. Prepare and sign the proposed subcontracting plan and send by email to the Research Administrator for the PI to review and signature.
5. Research Administrator will ensure the PI reviews the plan, have it signed and send back to the Supplier Diversity Services Office for their files.
6. Supplier Diversity Services Office will send the signed - finalized plan to DCG for submission to the agency.
7. DCG will send to the agency.

September 23, 2011