Department Documents:
- Signed cover letter
- Statement of Work
- Budget with Justification
- IRB Approval (FWA #)
- FCOI

ORS Documents:
- Reviews Dept. Docs.
- Risk Assessment
- Debarred Parties Screening

ORS to OSP:
- 48 hrs

OSP Requests Payment:
- 2 weeks

Check or Wire Transfer Complete:

**Standard Operating Procedure: Timeline**

- ORS Requests Missing Docs
- ORS Issues Subcontract
- ORS to OSP
- Check or Wire Transfer Complete

New Award:
- 4-6 days

Dept. collects documentation:
- 4-6 weeks

Subrecipient returns approved subcontract to ORS

Subrecipient submits invoice