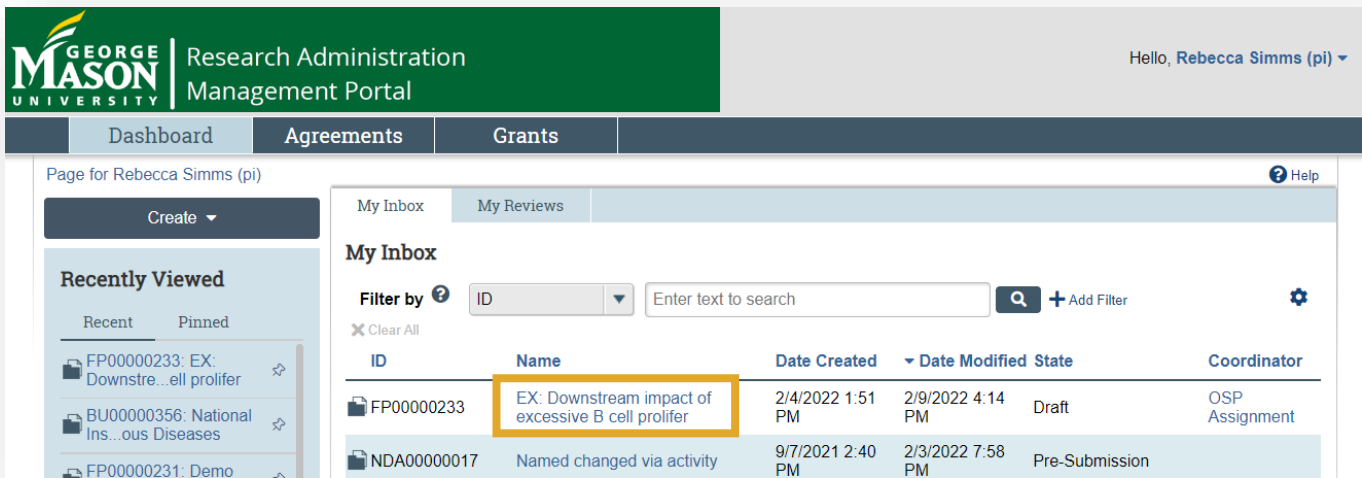


## Create a Subaward Budget

When an application includes proposed costs for an outgoing subaward, the needed budget details will be included in a separate Subaward Budget record that is maintained on the sponsor budget.

### STEP 1: Locate Budget within Proposal Record

- If you are not currently viewing your proposal record, you can access it from the Dashboard by selecting the name link.



Page for Rebecca Simms (pi)

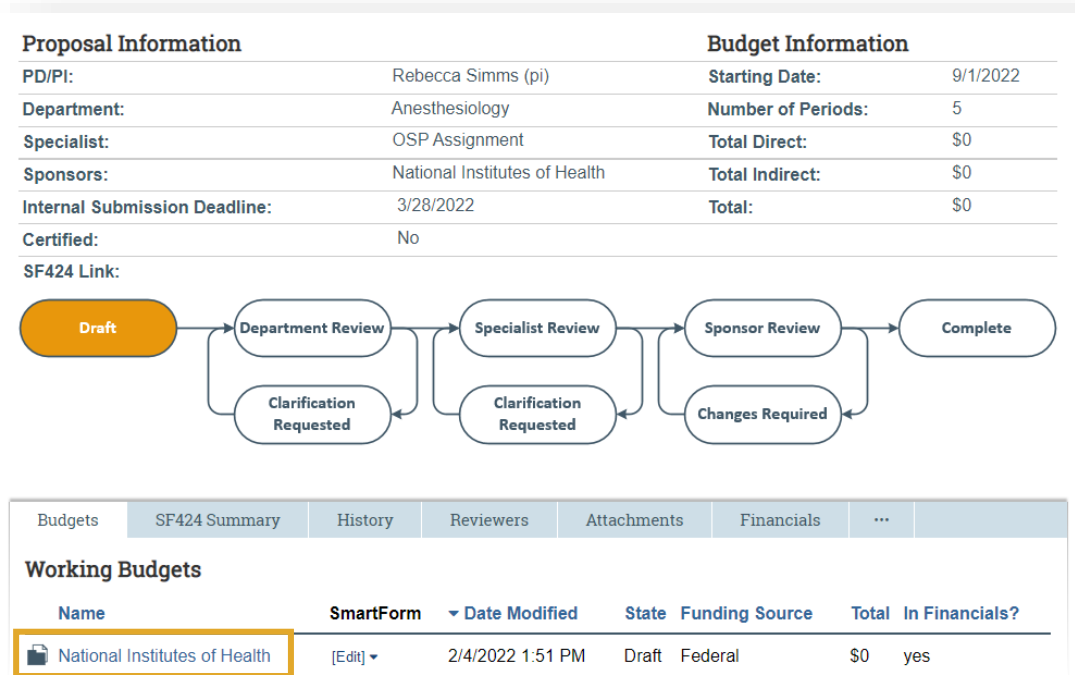
Dashboard | Agreements | Grants

My Inbox | My Reviews

Filter by ID [v] Enter text to search [q] + Add Filter [g]

ID	Name	Date Created	Date Modified	State	Coordinator
FP00000233	EX: Downstream impact of excessive B cell prolifer	2/4/2022 1:51 PM	2/9/2022 4:14 PM	Draft	OSP Assignment
NDA00000017	Named changed via activity	9/7/2021 2:40 PM	2/3/2022 7:58 PM	Pre-Submission	

- Once you have selected your proposal, access your budget by selecting the name from the Budgets tab.



**Proposal Information**

PD/PI: Rebecca Simms (pi)  
 Department: Anesthesiology  
 Specialist: OSP Assignment  
 Sponsors: National Institutes of Health  
 Internal Submission Deadline: 3/28/2022  
 Certified: No  
 SF424 Link:

**Budget Information**

Starting Date: 9/1/2022  
 Number of Periods: 5  
 Total Direct: \$0  
 Total Indirect: \$0  
 Total: \$0

```

  graph LR
    Draft([Draft]) --> Dept[Department Review]
    Draft --> Clar1([Clarification Requested])
    Dept --> Clar1
    Clar1 --> Dept
    Dept --> Spec[Specialist Review]
    Dept --> Clar2([Clarification Requested])
    Spec --> Clar2
    Clar2 --> Spec
    Spec --> Sponsor[Sponsor Review]
    Spec --> Clar3([Changes Required])
    Sponsor --> Clar3
    Clar3 --> Sponsor
    Clar3 --> Complete([Complete])
  
```

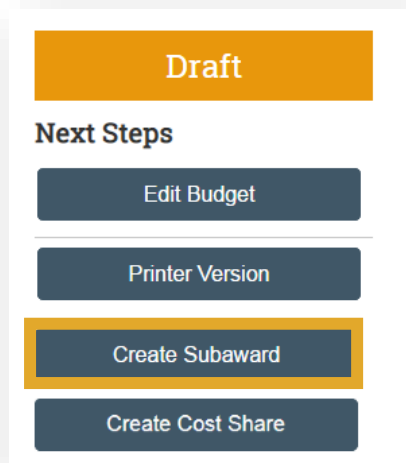
Budgets | SF424 Summary | History | Reviewers | Attachments | Financials | ...

**Working Budgets**

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
National Institutes of Health	[Edit]	2/4/2022 1:51 PM	Draft	Federal	\$0	yes

## STEP 2: Create Subaward

- From here, you can provide your subaward information by selecting **Create Subaward**.



Draft

Next Steps

Edit Budget

Printer Version

Create Subaward

Create Cost Share

## STEP 3: Subaward Budget Information

- Complete the SmartForms to provide the needed details pertaining to your subaward.

### Creating New: Budget

#### Subaward Budget Information

1. \* Title: 

Use a descriptive name for the subaward budget that will distinguish it from the main proposal budget name and any additional subawards on this project.

2. \* Organization:

If direct sponsor does not appear, select TBD as the sponsor.

- OSP checks Sponsor Pipeline report daily in RAMP and notifies team manager
- OSP team manager adds new sponsor to Banner and notifies Funding Proposal creator once done
- Funding Proposal creator updates the record by changing the sponsor from TBD to the newly added sponsor

- Use the ellipsis button pictured above to search for the entity you are issuing the subaward to.

#### Select Organization

Filter by

Organization ▼

Go

Clear

Advanced

◀ 1-25 of 2446 ▶

ID

▲ Organization

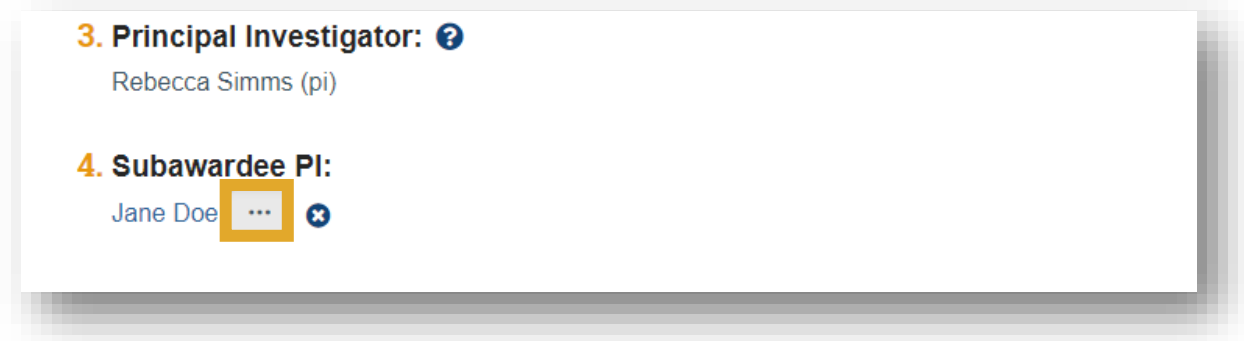
G00384138

21st Century Technologies, Inc.

G00567067

3 Phoenix, Inc.

- If the entity you are subcontracting to does not appear, select **TBD** as the organization.
  - OSP checks Sponsor Pipeline report daily in RAMP and notifies team manager
  - OSP team manager adds new sponsor to Banner and notifies Funding Proposal creator once done
  - Funding Proposal creator updates the record by changing the sponsor from TBD to the newly added sponsor
- Confirm that the PI name is correct in question 3 and select the ellipsis next to **Field 4** to add information about the PI at the subcontracting institution.



- When adding other non-institutional proposal staff, use [42 CFR 50, Subpart F, Promoting Objectivity in Research](#) (FCOI Regulation) to determine response to **Field 1f**.

**Add Other Non-Institutional Proposal Staff**

**1. Staff member name:**

a. Prefix:

b. \* First name:

c. Middle name:

d. \* Last name:

e. Suffix:

f. \* This individual is considered an investigator for FCOI disclosure purposes:

Yes  No [Clear](#)

- There are two options for supplying the subaward budget data:
  1. The default option is set to “Per Period Direct and Indirect Totals” where you will provide the direct and indirect totals for each period on a subaward budget table.
  2. The other option is to upload the subawardee’s budget tables from a completed R&R template. Use this option if your subawardee has provided this.
  3. Note: that for proposals being submitted system to system you also have the ability to import the budget directly to the SF424 or can input the detailed information directly to the SF24 SmartForms.

5. \* Subaward budget detail level: ?

Per Period Direct and Indirect Totals ▾

Per Period Direct and Indirect Totals ▾  
 Per Period Direct and Indirect Totals  
 SF424 Subaward Import

6. Include in consolidated budgets? ?

Yes  No [Clear](#)

You can choose whether to include the subaward budget totals in the consolidated budget that will populate in the sponsor budget.

7. Subaward indirect contribution limit: ?

\$25,000

For budgets using the MTDC cost base standard, the first \$25,000 of subaward budgets is included by default in the cost base.

**STEP 4: All Personnel**

- On the All Personnel SF you have the option identify personnel at the subrecipient site working on this project by selecting **Add**, enter all required subaward personnel.

**All Personnel**

---

Financials

Per Period Cost Totals

Attachments

Attachments

## All Personnel

**1. Subaward Key Personnel, Graduate Students, Post Grads, etc.**

+ Add

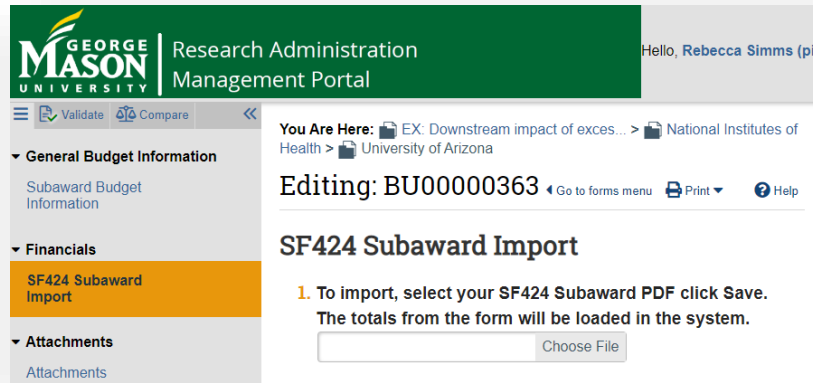
Last Name	Key	Role
There are no items to display		

**STEP 5: Per Period Cost Totals/SF424 Subaward Import**

- As noted above, there are two options for supplying the subaward data:
  - Per Period Cost Table:** If this option is selected this will allows you to type direct and indirect totals for each period on a subaward budget table.
  - SF424 Subaward Import:** If this option is selected the values from uploaded form will be stored. Note: It is important that the dates listed on your subaward budget form file align with the dates entered in RAMP.
- The budget table below appears **ONLY** when the option for the Per Period Cost table was selected.

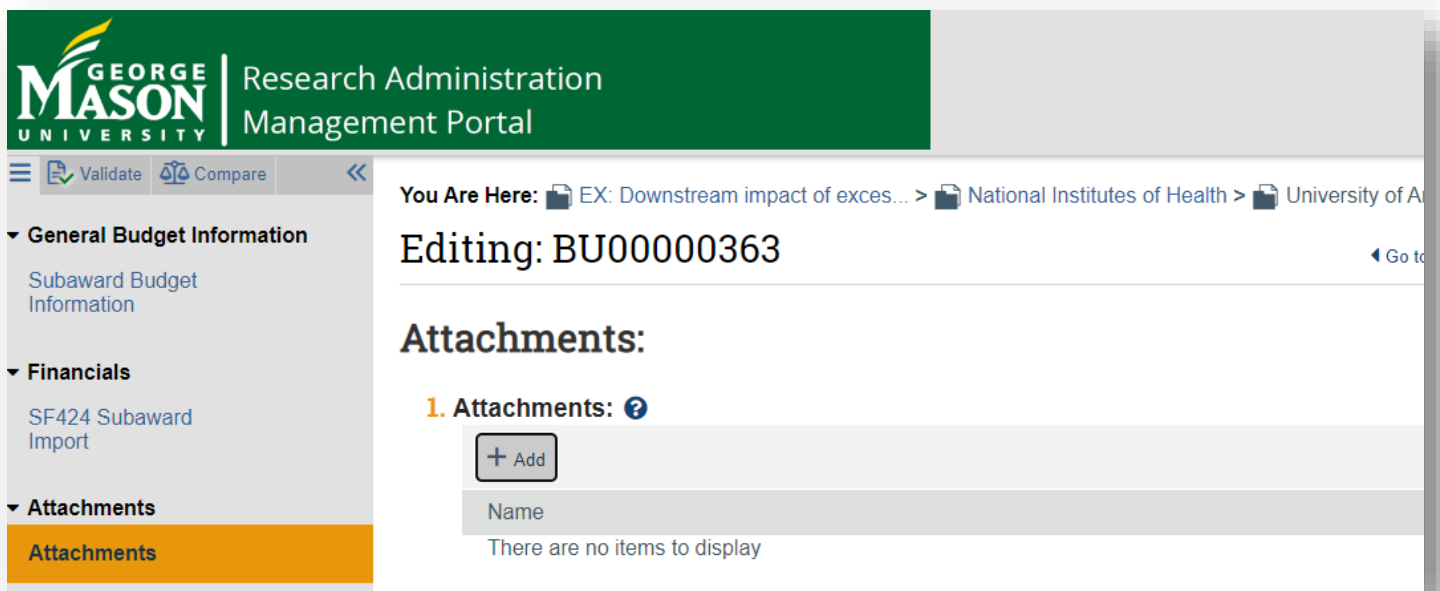
<b>Total Direct:</b>						\$0
<b>Total Indirect:</b>						\$0
<b>Total Project:</b>						\$0
	<b>Period</b>	1	2	3	4	5
	<b>Start:</b>	9/1/2022	9/1/2023	9/1/2024	9/1/2025	9/1/2026
	<b>End:</b>	8/31/2023	8/31/2024	8/31/2025	8/31/2026	8/31/2027
<b>Cost Totals</b>						<b>Total</b>
<b>Direct:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Indirect:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- When the SF424 Subaward Budget Import option is selected, you will see the SmartForm below where you can upload the PDF.



## STEP 6: Attachments

- In this section, the following documents should be included as part of the subrecipient package:
  - Subrecipient Commitment Form
  - Statement of Work
  - Budget
  - Budget Justification
  - Biosketches of all Key Personnel
  - F&A and fringe rate agreements
  - Additional supporting documentation as applicable



## STEP 7: Accessing your Subaward Budget

- After you have completed Step 6, you can save and exit the subaward budget. You then re-access this record from the primary project budget workspace, through the subaward tab, as needed.

Financials	Subawards	Documents	Snapshots	History					
<b>Subawards</b>									
ID	Name	SmartForm	Date Created	▼ Date Modified	State	Risk Level	Effective Date	Include in Totals	Total
BU0000582	American Probation & Parole Association	[Edit] ▼	9/1/2022 9:07 AM	3/27/2024 2:29 PM	Draft			yes	\$280,520
BU0000582	Slonky LLC	[Edit] ▼	9/1/2022 9:04 AM	3/27/2024 2:29 PM	Draft			yes	\$65,000

### RISK LEVEL

Risk levels will be assigned to subaward entities and can either be normal or above normal. If your sub is above normal risk level, no further action is needed.

## STEP 8: Create Additional Subaward Budgets (Optional) and Locate your Subaward Budgets

- To create an additional subaward budget, return to the primary budget page and repeat Steps 2 through 7 by selecting **Create a Subaward** on the left side of the screen.
- To view your subaward records, select the subaward tab within the primary budget workspace.

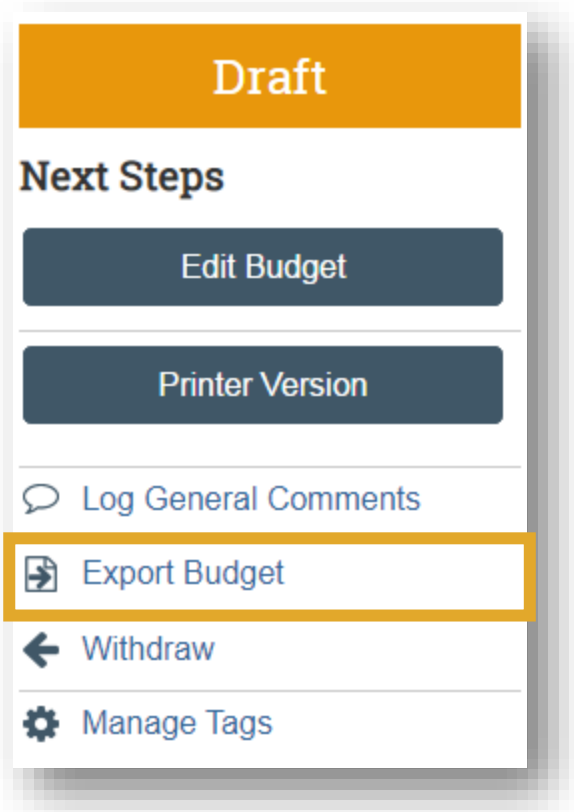
Financials	Subaward	Documents	Snapshots	History	
<b>Subaward</b>					
ID	Name	SmartForm	Date Created	▼ Date Modified	
BU00000366	University of Colorado	[Edit] ▼	3/16/2022 3:44 PM	3/16/2022 3:44 PM	
BU00000365	University of Arizona	[Edit] ▼	3/16/2022 3:39 PM	3/16/2022 3:39 PM	

## STEP 9: Export your Subaward Budget (Optional)

- An option to export your subaward budget exists within the subaward budget workspace. Please note that this budget will be a summary and not a detailed budget.
- Select the subaward budget you plan to export.

Financials	Subaward	Documents	
<b>Subaward</b>			
ID	Name		
BU00000365	University of Arizona		
BU00000366	University of Colorado		

- Next, you will select **Export Budget** on the left side of the screen.



- To access the export file, navigate to the **History** tab within the subaward budget workspace and click on the excel file that was generated.

