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## **Subaward Module**

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## I: For a General Audience

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The first section of the Subaward Manual contains information for all audiences.

### Overview of the Subaward Module

Streamlyne's Subaward Module is designed to track detailed information on outgoing subawards to ensure compliance with sponsor and institutional requirements. It includes the ability to track pass-through entity and subrecipient contacts as well as the history of funds released and the anticipated amount to be funded. It provides for the collection of data necessary to populate FDP subaward templates and the ability to generate FDP Subaward Agreements and Modifications.

## Using This Guide

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Please keep the following things in mind as you use this guide:

### A Stepwise Approach

These guides are designed to facilitate immediate productivity for new users in a complex and unfamiliar system. To achieve this end, the processes are broken down into manageable sections with the steps to each process laid out sequentially.

By practicing the steps and experimenting in the application at the detail level, you will gain the knowledge you need to master your role or design high-level processes that meet your institution's unique needs.

### Navigation and Common Elements

This guide assumes you are familiar with the common features and basic navigation as presented in the **NEW USER MANUAL: Navigation, the Action List, and Common Document Elements**. Please use that manual as a companion to this one, as we have tried to eliminate redundancy wherever possible.

### Every Installation Is Different

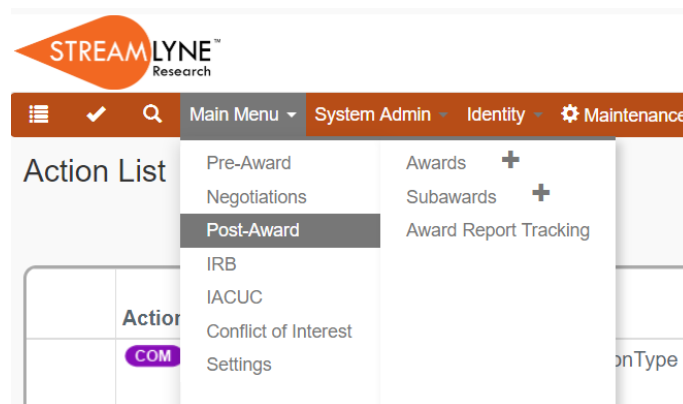
Streamlyne Research is highly configurable. If you are currently in the implementation process, it is likely your institution will perform some level of analysis to identify which features you would like to use, which values you would like to change to reflect your institution's terminology, and which features you will skip altogether.

Given this, the processes detailed in this document are representative of general Subaward practices and do not necessarily represent the exact manner in which your institution will choose to use the application.

Let's begin!

## Searching with the Subawards Lookup

To assist you in locating Subawards within Streamlyne Research, Post-Award search windows, called lookups, are available from the Main Menu. Access to these lookups depends on the Post-Award and Subaward roles assigned to you in your Person record or user profile. Typically, only central office or departmental administrators at an institution will have the necessary permissions to access Subawards. Those with specific Subaward Administrator responsibilities will be able to create and edit Subaward documents, while other administrators may only have the ability to view Subaward documents based on your institution's particular configuration.



To search for items using the Subawards Lookup, simply navigate from the Main Menu as indicated. Results will be displayed at the bottom of the page. If you wish to refine these results, enter further criteria in the Lookup fields and click the Search button.

### Subawards

#### Navigation

Main Menu > Post-Award > Subawards

This lookup will generate a list of all final Subaward documents. If you are a central office or departmental administrator, but do not have permissions as a Subaward Administrator, you may only have view access to Subaward documents.

## II. For Subaward Administrators

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This section provides a step-by-step guide to create, edit, and finalize a Subaward document, including the preparation of appropriate FDP Subaward Agreements and Modifications, in Streamlyne Research.

## Creating a New Subaward

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This section will describe the steps to initiate and submit a new Subaward document in Streamlyne Research. Subaward Administrators in the central office or within departments typically perform this function. If you will be initiating and submitting Subaward documents, use this section to begin using the Subaward module productively.

If your role does not require you to initiate and submit Subaward documents, use this section to familiarize yourself with the entire process in order to effectively reference these important records as needed in your day-to-day activities.

### Initiating a New Subaward

If your goal is to quickly enter and save a Subaward for later editing, be sure to have the following information available, as these 7 fields must be completed for the document to save without validation errors:

Tab	Section	Field Name	Description	Instructions
Subaward	Document Overview	<b>Description</b>	A short description of the purpose or function of the subaward document.	Enter freeform text.
Subaward	Subaward	<b>Subrecipient</b>	The name of the organization receiving the subaward.	Click the magnifying glass to look up and select return value of the appropriate Organization ID.



Tab	Section	Field Name	Description	Instructions
Subaward	Subaward	<b>Subaward Type</b>	The type of subaward as defined by your institution.	Select from dropdown.
Subaward	Subaward	<b>Subaward No.</b>	The unique purchase order number assigned to the subaward.	Enter freeform text.
Subaward	Subaward	<b>Status</b>	The current status of the subaward as defined by your institution.	Select from dropdown.
Subaward	Subaward	<b>Awarding Agency</b>	The Awarding Agency or Sponsor.	Click the magnifying glass to look up and select return value of the appropriate Sponsor ID.
Subaward	Subaward	<b>Requisitioner User Name</b>	The name of the person requesting issuance of a subaward.	Click the magnifying glass to look up and select return value of the appropriate Person ID.

<b>Navigation</b>	<b>Main Menu &gt; Post-Award &gt; Subawards &gt; +</b>
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To quickly start and save a Subaward, follow these steps:

1. Initiate a new document by following the navigation path here, as above:  
Main Menu > Post-Award > Subawards > +
2. Complete the minimum required fields for saving detailed in the preceding table.

3. Click the Save button.

An orange rectangular button with the word "Save" in white text.

**Note** Once the document is saved, it will display on your Action List as a pending item with a COM symbol, prompting you to complete the document at your convenience.

The Subaward will remain on your Action List as a COM pending item until it is submitted.

Access the Subaward again by clicking on the corresponding Id hyperlink next to the COM item on your Action List.

## Updating the Subaward Tab

If you have just initiated and saved a new Subaward, simply continue updates in the open Subaward tab.

Otherwise, initiate a new document by navigating as follows:

### Navigation

Main Menu > Post-Award > Subawards > +

Alternatively, you may access an existing Subaward document through the Subawards Lookup. Streamlyne Research will display the document opened to the Subaward tab. If the Document Status is FINAL and you have the appropriate permissions, click the Edit button at the bottom of the page.

Edit

### Subaward Tab > Document Header

Every document in Streamlyne Research has document header information displayed in the upper right corner of each page, under the Menu Bar.

<b>Requisitioner ID</b> : bioprofessor	<b>Document ID:Status</b> : 35961:SAVED
<b>Requisitioner Unit</b> : Biochemistry	<b>Subaward ID</b> : 41
<b>Subrecipient</b> : Streamlyne Institution	<b>Last Update</b> : 2019-04-11 10:59:49.086 By admin

These fields are read-only and include the following information for Subaward documents:

- **Requisitioner ID** indicates the user name of the person that requested issuance of the subaward.
- **Requisitioner Unit** indicates the department or unit of the person that requested issuance of the subaward.
- **Subrecipient** identifies the name of the organization receiving the subaward.
- **Document ID:Status** denotes the unique, system-generated document identifier and current status of the document relative to completion (i.e., SAVED or FINAL.)
- **Subaward ID** is the unique, system-generated identifier assigned to the subaward.
- **Last Update** is a timestamp indicating the date, time, and user that made the most recent changes to the document.

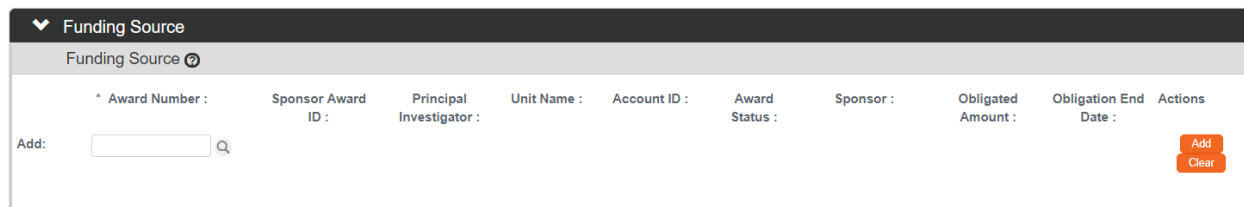
## Subaward Tab > Document Overview

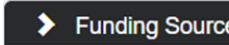




Update the Document Overview section as outlined in the **NEW USER MANUAL: Navigation, the Action List, and Common Document Elements**. Note that **Description**, a short description of the purpose or function of the subaward document, is a required field.

## Subaward Tab > Funding Source

The Funding Source section is used to internally link the Subaward to one or more Awards within Streamlyne Research. These Awards will provide the funds necessary to fully execute the Subaward. Associating a Subaward to an Award allows certain fields to automatically populate within the Subaward based on data present in the Award. Additionally, Subaward information is included in the associated Award – listing the Subaward as being funded by the Award.

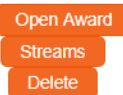


1. Click on the header to expand the Funding Source section. 
2. Directly enter an **Award Number** or click the magnifying glass  to look up and select return value of the appropriate Award ID.
3. Click the Add button to identify this award as a Funding Source.   
Or click the Clear button and select an **Award Number** that you do wish to add.
4. Repeat Steps 2 through 3 until each Funding Source is identified.

**Result** Once a Funding Source is added, the following informational fields about the associated Award will automatically populate the Subaward Funding Source section for convenient reference:

- **Sponsor Award ID** is the Sponsor's identifying number for the Award.
- **Principal Investigator** is the name of the Principal Investigator identified in the personnel section of the Award.
- **Lead Unit** is the Lead Unit associated with the Award. Often this is the home unit of the PI.
- **Account ID** is the specific account number that identifies the Award in your institution's financial system.
- **Award Status** is the current status of the Award document as defined by your institution.
- **Sponsor ID** is the system identifier associated with the Sponsor funding the Award.
- **Obligated Amount** is the amount of the Award obligated to date by the Sponsor.
- **Obligation End Date** is the obligation end date as set by the Sponsor.

**Note** Additionally, after you've added Awards as Funding Sources, you may select **Open Award** to open the associated Award document in a separate browser tab or window. You may also select **Streams** to navigate to the Streams tab, which displays key information and provides links to all Proposals and Awards related to the Subaward in a customizable, hierarchical view. Finally, you may select Delete to remove a particular Award entirely as a Funding Source for the Subaward.



### Subaward Tab > Subaward

The Subaward section is the primary place to record key information about the Subaward. Several fields are required and must be completed for the document to save without validation errors.

1. Click on the header to expand the Subaward section.

Subaward

**Note** **Subaward ID** and **Version** will be generated by the system, once the Subaward document has been Saved.

2. To identify the **Subrecipient Principal Investigator**, click on the magnifying glass to look up and select return value of the appropriate Address Book ID.

If the person is not listed, please see [Maintaining the Address Book](#) for instructions on how to add this external person to the Address Book.




3. To identify the **Subrecipient** organization receiving the Subaward, enter the Organization ID or click the magnifying glass to look up and select return value of the appropriate Organization ID. This is a required field.


If the organization is not listed, please see [Maintaining the Organization Table](#) for instructions on how to add this organization.

4. Enter the date the Subaward will start in the **Start Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon to select the date.


5. Enter the date the Subaward will end in the **End Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon to select the date.

6. Click the arrow next to the **Subaward Type** field to select from the dropdown menu of options for the type of subaward as defined by your institution. This is a required field.

7. Enter the purchase order number associated with the subaward in the **Subaward No.** field. This is a required field. If a purchase order has not yet been assigned to the subaward, enter a temporary placeholder (e.g., “TBD”) until a purchase order has been assigned.
  8. Enter a descriptive title for the subaward in the **Title** field.
  9. Click the arrow next to the **Status** field to select from the dropdown menu to populate the status. This is a required field.
  10. To identify the **Awarding Agency**, the Sponsor on the Award that is funding this subaward, click the magnifying glass  to look up and select return value of the appropriate Sponsor ID. This is a required field. If a Funding Source was entered, as described in the previous section, the Awarding Agency will be pre-populated with the Sponsor retrieved from the Award.
  11. Enter the financial account number associated with the subaward in the **Account ID** field.
- Note** The use of the **Account ID** field will vary institution by institution. Streamlyne Research allows this field to be hand-keyed (as shown here), to be selected from a list of configured accounts, or to be integrated to your financial system. We will determine the method most appropriate for you during your implementation.
12. In the **Vendor ID** field, enter a value as defined by your institution that uniquely represents the vendor associated with this subaward.
  13. Enter the purchasing requisition number associated with the subaward in the **Requisition ID** field.
  14. Enter the username of the person requesting issuance of the subaward in the **Requisitioner User Name** field, or click the magnifying glass  to look up and select return value of the appropriate Person ID. This is usually the Principal Investigator of the associated Award. This is a required field.
  15. Identify the **Requisitioner Unit** by entering the unit number associated with the person requesting issuance of the subaward, or click the magnifying glass  to look up and select return value of the appropriate Unit Number.

16. In the **Archive Location** field, enter the name of the folder, drive and/or directory (local or networked) where related Subaward documents and electronic files are stored.
17. Once the Subaward is closed, enter the official date in the **Closeout Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.
18. Enter any additional descriptive information about the Subaward in the **Comments** field.



**Note** Once the Financial tab of the Subaward is completed, the following informational fields will automatically populate in this section as follows:

- **Obligated Amount** is the amount of money obligated for the subaward under the award. This does not include cost share.
  - **Anticipated Amount** is the amount of money anticipated for the full project period of the subaward under the award. This includes the obligated amount plus any additional amount expected to complete the project.
  - **Amount Released** is the amount of money released through the invoicing process.
  - **Available Amount** is the amount of money that remains available in the current subaward pool of funds. It is a calculation of the obligated amount less any invoices paid or in process.
19. Click the arrow next to the **Cost Type** field to select from the dropdown menu of options that denote the basis of payment to the subrecipient as defined by the subaward agreement. Choices typically include cost reimbursement and fixed price.
  20. Once the subaward agreement is fully executed, enter the official date in the **Execution Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.

### Subaward Tab > Contacts

While the Contacts subsection may be configured to identify any type of contact associated with the subaward, it is specifically designed to capture the pass-through entity (PTE) and subrecipient contact information to populate FDP subaward templates.




1. Click on the header to expand the **Contacts** section. 
2. To add Contacts to the Subaward, click the radio button next to either the **Internal User Name** or **External Address Book ID** fields and then click the magnifying glass  to search for and select return value of the associated Person ID or Address Book ID.

**Result** Once a Contact is identified, their associated **Office Phone** number and **Email** address will display for convenient reference.

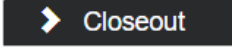




3. Click the arrow next to the **Project Role** field to select an appropriate role from the dropdown menu.

It is important to assign a person to each of the PTE and Subrecipient roles you intend to utilize in the completion of FDP Subaward Templates.

4. Click the Add button to identify each Contact. 
5. Repeat Steps 2 through 5 until each Contact is identified.

## Subaward Tab > Closeout

The Closeout section allows you to track requirements and materials essential to the Subaward closeout process. You may log each step in the process and specify dates when actions were completed or items were received. Additionally, you are able to add comments related to each closeout item.

1. Click on the header to expand the Closeout section. 
2. Click the arrow next to the **Closeout Type** field to select from the dropdown menu of subaward closeout action items as defined by your institution.
3. Enter the date you requested a subaward closeout action item in the **Date Requested** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.
4. Enter the date you intend to follow up (or last followed up) on a subaward closeout action item in the **Date Followup** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.
5. Enter the date that a subaward closeout action item was received or completed in the **Date Received** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.
6. Click the Add button to log the subaward closeout item. 
7. Repeat Steps 2 through 6 until all closeout items are logged.

## Updating the Financial Tab

### Financial > History of Changes

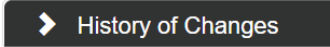





The History of Changes section is where the subcontract administrator will maintain the obligated and anticipated funding levels of the Subaward. Over the lifecycle of the Subaward, the administrator will update (make changes to) those amounts to create a History of Changes.

The screenshot shows a web application interface for the 'History of Changes' section. At the top, there is a header bar with a dropdown arrow and the text 'History of Changes'. Below this, the form is divided into two main sections. The top section contains summary fields: 'Obligated Amount' (0.00), 'Amount Released' (0.00), 'Modification ID' (empty), 'Period of Performance Start Date' (empty), 'Anticipated Amount' (0.00), 'Available Amount' (0.00), 'Modification Effective Date' (empty), and 'Period of Performance End Date' (empty). The bottom section is titled 'History of Changes' and contains a form for adding new entries. This section includes fields for 'Effective Date', 'Modification ID', 'Modification Effective Date', 'If Carryforward, From Year / Period No.', 'Year / Period Start Date', 'Year / Period Number', 'Period of Performance Start Date', 'Period of Performance End Date', 'No Cost Extension' (checkbox), 'Comments' (text area with an icon), 'File Name' (with a 'Choose File' button and 'No file chosen' text), and a table for cost breakdown. The table has columns for 'Direct Cost', 'Indirect Cost', 'Total Cost', 'Rate', 'Obligated Change New Period', 'Obligated Change Current Period', 'Anticipated Change', and 'Carryforward Amount'. At the bottom of the table are 'Add' and 'Reset' buttons.

The top portion displays a current overall financial summary of the Subaward. These fields are read-only and include the following:

- **Obligated Amount** automatically updates based on entries in the Obligated Change New Period or Obligated Change Current Period fields. In the case of multiple line item values, this would be the sum.
- **Anticipated Amount** automatically updates based on entries into the Anticipated Change field. The sum of all Anticipated changes from the History of Changes.
- **Amount Released** is the summed total of changes, additions, and deletions of the Amount Released fields of Subaward invoices that have been created and submitted.
- **Available Amount** populates based on a calculation of the Obligated Amounts from the History of Changes entries less the sum of the Invoiced Amounts Released.
- **Modification ID** is modification number for the last entered value in the Modification ID field in the History of Changes subpanel.
- **Modification Effective Date** is the date in which the modified funded amount is to (or has already) become effective. The Modification Effective Date will be the last entered value in the Modification Effective Date field in the History of Changes subpanel.

- **Period of Performance Start Date** is the start date of the first entered value in the Period of Performance Start Date field in the History of Changes subpanel.
- **Period of Performance End Date** is the end date of the last entered value in the Period of Performance Start Date field in the History of Changes subpanel.

1. Click on the header to expand the History of Changes section. 
2. Enter the date when the funded amount is effective in the **Effective Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date. This is a required field and populates the FDP Modification form.
3. Enter the unique number assigned to this particular modification in the Modification ID field.
4. Enter the date when the funded amount of this modification is effective in the **Modification Effective Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date. This field populates the FDP Modification form.
5. **If Carryforward, From Year No.** If applicable, enter the year/period number from which funds will be carried over.
6. Enter the start date of the year or budget period that applies to this entry of the History of Changes in the **Year / Period Start Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date. This field populates the FDP Modification form.
7. Enter the year number or budget period number that will distinguish this entry in the History of Changes in the **Year / Period Number** field.
8. Enter the start date of the entire project period in the **Period of Performance Start Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.
9. Enter the end date of the entire project period in the **Period of Performance End Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.

10. **No Cost Extension.** Check this box if the action being performed in the History of Changes includes a No Cost Extension.
11. Enter any comments needed to describe this History of Changes transaction in the **Comments** field.
12. **File Name.** To attach an associated document that may relate to this History of Changes transaction, click the Choose File button to access your operating system's Choose File or File Upload dialog box. Complete this action by following your operating system's prompts.

### History of Changes – Data Entry Matrix

Amount Type	Change Type	Instructions
Direct Cost	Obligated Change New Period	Enter the amount of direct costs that are being added to the subaward's History of Changes for a new period of performance.
Indirect Cost	Obligated Change New Period	Enter the amount of indirect costs that are being added to the subaward's History of Changes for a new period of performance.
Total Cost	Obligated Change New Period	Display only. The sum of direct and indirect costs that are being added to the subaward's History of Changes for a new period of performance.
Rate	Obligated Change New Period	Enter the indirect cost rate is being applied to the subaward's History of Changes for a new period of performance.
Direct Cost	Obligated Change Current Period	Enter the amount of direct costs that are being added to the subaward's History of Changes for the current period of performance.
Indirect Cost	Obligated Change Current Period	Enter the amount of indirect costs that are being added to the subaward's History of Changes for the current period of performance.

Total Cost	Obligated Change Current Period	Display only. The sum of direct and indirect costs being added to the subaward's History of Changes for the current period of performance.
Rate	Obligated Change Current Period	Enter the indirect cost rate that is being applied to the subaward's History of Changes for the current period of performance.
Direct Cost	Anticipated Change	Enter the amount of direct costs that are being added to the History of Changes to represent the Subaward's total amount of anticipated direct costs.
Indirect Cost	Anticipated Change	Enter the amount of direct costs that are being added to the History of Changes to represent the Subaward's total amount of anticipated indirect costs.
Total Cost	Anticipated Change	Display only. The sum of direct and indirect costs being added to the History of Changes that represents the Subaward's total amount of anticipated direct and indirect costs.
Rate	Anticipated Change	Enter the indirect cost rate that is being applied to the subaward's History of Changes for the anticipated amount in this period of performance.
Direct Cost	Carryforward Amount	Enter the amount of direct costs to be carried forward from a previous period of performance.
Indirect Cost	Carryforward Amount	Enter the amount of indirect costs to be carried forward from a previous period of performance.
Total Cost	Carryforward Amount	Display only. The sum of direct and indirect costs to be carried forward from a previous period of performance.
Rate	Carryforward Amount	Enter the indirect cost rate that is being applied to the subaward's History of Changes for the carried forward amount in this new period of performance.

## Financial > Invoices

The Invoices section displays summary information about all of the Invoices associated with this Subaward.

The screenshot shows a web interface for the 'Invoices' section. At the top, there is a dark header bar with a dropdown arrow and the text 'Invoices'. Below this, there are two rows of summary information. The first row shows 'Obligated Amount : 0.00' and 'Available Amount : 0.00'. The second row shows 'Amount Released : 0.00'. Below the summary information is a table with the following columns: Invoice ID, Start Date, End Date, Effective Date, Amount Released, Invoice Status, and Attachment. The table is currently empty.

### Initiating a Subaward Invoice

To add invoice information to a Subaward document, click the Add Invoice button at the bottom of the screen.

Four orange buttons are displayed in a row: 'Add Invoice', 'Save', 'Reload', and 'Close'.



A new Subaward Invoice document will be created. Note the document header information displayed in the upper right corner of the page, under the Menu Bar. These fields are read-only and include the following information for Subaward Invoice documents:

- **Document Number** denotes the unique, system-generated document identifier.
- **Document Status** indicates the current status of the document relative to completion (i.e., SAVED or FINAL.)
- **Initiator Network ID** identifies the user that initiated the Subaward Invoice document.
- **Creation Timestamp** is a timestamp indicating the time and date that the Subaward Invoice document was initiated.

## Subaward Invoice

Document Number : 35982  
Initiator Network Id : admin

Document Status : INITIATED  
Creation Timestamp : 01:36 PM 04/11/2019



\* Indicates required field

Document Overview

Subaward Invoice

Subaward Amounts

Subaward Summary

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

Submit

Save

Blanket Approve

Close

Cancel

### Invoices > Document Overview

Document Overview

\* Description :



Explanation :



Organization Document Number :



Update the Document Overview section as outlined in the **Navigation, the Action List, and Common Document Elements** manual. Note that **Description**, a short description of the purpose or function of the Subaward Invoice document, is a required field.

### Invoices > Subaward Invoice


The Subaward Invoice section is the primary place to record key information about the Subaward Invoice. Several fields are required and must be completed for the document to save without validation errors.

Subaward Invoice


New

\* Invoice ID:

\* Start Date:




\* End Date:




\* Amount Released:

\* Effective Date:



Comments:

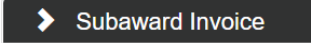





Attachment:

Choose File

No file chosen



1. Click on the header to expand the Subaward Invoice section. 
2. Enter the number assigned to this Invoice in the **Invoice ID** field. This is a required field.
3. Enter the date the Invoice should start in the **Start Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date. This is a required field.
4. Enter the date the Invoice should end in the **End Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date. This is a required field.
5. Enter the amount to be paid on the invoice in the **Amount Released** field. This is a required field.
6. Enter the date the invoiced amount is effective in the **Effective Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date. This is a required field.
7. Enter any comments needed to describe the invoice transaction in the **Comments** field.
8. To attach an electronic version of the invoice, click the Choose File button to access your operating system's Choose File or File Upload dialog box. Complete this action by following your operating system's prompts.

## Invoices > Subaward Amounts

The Subaward Amounts section displays a financial summary of the full Subaward for quick reference.

Subaward Amounts	
New	
Obligated Amount:	27,500.00
Amount Released:	0.00
Available Amount:	27,500.00

These fields are read-only and include the following information:

- Invoices > Subaward Summary

Subaward Summary

New

Subaward ID:

41

Subaward Status:

Active

Organization Name:

Streamlyne Institution

Full Name:

Description:

Grant

Title:

Full Name:

Biochemistry Professor

Unit Name:

Biochemistry

- **Subaward ID** is the unique identifier associated with the Subaward.
- **Subaward Status** is the current status of the Subaward.
- **Organization Name** is the name of the Subrecipient.
- **Full Name** is the name of the Subrecipient Principal Investigator.
- **Description** is a description of the Subaward.
- **Title** is the Title of the Subaward.
- **Full Name** is the name of the Requisitioner.
- **Unit Name** is the Requisitioner Unit on the Subaward.

## 23

Notes and Attachments (0)

Notes and Attachments

Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<div>Choose File</div> <div>No file chosen</div>	<div>Add</div> <div>Cancel</div>

- Click on the header to access the Notes & Attachments section.
- Enter any notes as freeform text in the **Note Text** field.
- To upload other associated attachments, click the Browse button to access your operating system's Choose File or File Upload dialog box. Complete this action by following your operating system's prompts.
- Click the add button. 

Add
- Repeat Steps 2 through 4 until all notes and attachments are added.

## Invoices > Finalizing a Subaward Invoice

Once a Subaward Invoice is complete, hit the Submit button at the bottom of the screen. The Invoice document will be sent to the user listed as the Requisitioner on the Subaward panel from the Subaward tab's action list for approval. Once approved the Status will be Final.

Invoices

Obligated Amount : 27,500.00

Available Amount : 2,500.00

Amount Released : 25,000.00

Invoices

	Invoice ID	Start Date	End Date	Effective Date	Amount Released	Invoice Status	Attachment
1 <div>open</div>	2019001	07/01/2019	07/31/2019	07/01/2019	25,000.00	FINAL	

Comments :

▼ History of Changes

Obligated Amount : 27,500.00

Amount Released : 25,000.00

Modification ID :

Period of Performance Start Date : 07/01/2019

Anticipated Amount : 110,000.00

Available Amount : 2,500.00

Modification Effective Date :

Period of Performance End Date : 06/30/2020

## Updating Template Info & Attachments

The Template Info & Attachments section is the place to enter the detailed information that will populate the appropriate FDP templates utilized to create a Subaward Agreement, Subcontract Agreement, or subsequent Amendments to distribute for signature between all parties involved. The process to create these documents is described in the [Printing a Subaward Document](#) section.

### FDP Subaward Template

The screenshot shows a web form titled "FDP Subaward Template" with a subtitle "Cost Reimbursement and Fixed Price Facepage". The form is divided into two columns. The left column contains the following fields: "Invoicing & Payment Contact for both the Subrecipient & Pass-through Entity:" with a "select" dropdown; "Change Request Contact for Pass-through Entity:" with a "select" dropdown; "Modification Type:" with a "Select" dropdown; "Termination Contact for Pass-through Entity:" with a "select" dropdown; and "Subaward to a foreign entity?:" with a "Select" dropdown. The right column contains: "Final Statement of Costs Contact for the Pass-through Entity:" with a "select" dropdown; "Change Request Contact for Subrecipient Entity:" with a "select" dropdown; "Unilateral modification contact of the Subrecipient:" with a "select" dropdown; "Termination Contact for Subrecipient Entity:" with a "select" dropdown; and "Amendments to Original Terms and Conditions:" with a large text area and a small icon.

1. Click on the header to access the FDP Subaward Template > Cost Reimbursement and Fixed Price Facepage section.

➤ FDP Subaward Template

2. **Invoicing & Payment Contact for both the Subrecipient & Pass-through Entity:** Click the dropdown arrow and select Administrative, Authorized Official, Financial, or Principal Investigator to populate the FDP template accordingly.

The screenshot shows a dropdown menu with the following options: "select", "Administrative", "Authorized Official", "Financial", and "Principal Investigator".

3. **Final Statement of Costs Contact for the Pass-through Entity:** Click the dropdown arrow and select Administrative, Authorized Official, Financial, or Principal Investigator to populate the FDP template accordingly.
4. **Change Request Contact for both the Subrecipient & Pass-through Entity:** Click the dropdown arrow and select Administrative, Authorized Official, Financial, or Principal Investigator to populate the FDP template accordingly.

5. **Modification Type:** Click the dropdown arrow and select Bilateral or Unilateral to populate the FDP template accordingly.

Select
Bilateral
Unilateral

6. **Unilateral modification contact of the Subrecipient:** Click the dropdown arrow and select Administrative, Authorized Official, Financial, or Principal Investigator to populate the FDP template accordingly.

select
Administrative
Authorized Official
Financial
Principal Investigator

7. **Termination Contact for Pass-through Entity:** Click the dropdown arrow and select Administrative, Authorized Official, Financial, or Principal Investigator to populate the FDP template accordingly.

8. **Termination Contact for the Subrecipient Entity:** Click the dropdown arrow and select Administrative, Authorized Official, Financial, or Principal Investigator to populate the FDP template accordingly.

9. **Subaward to a foreign entity?:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.

Select
Yes
No

**Results** If Subaward to a foreign entity? is Yes, then the FDP Foreign Cost Reimbursement and Fixed Price Facepages tab will become available.

Attachment 2

<p>Required Data Elements: The data elements required by Uniform Guidance are incorporated: :</p> <p><input type="text" value="select"/></p> <p>Key Personnel Per NOA :</p> <p><input type="text"/></p> <p>Treatment of Program Income :</p> <p><input type="text" value="Select"/></p> <p>The Clinical Trial Indicator in Section IV of the PTE's NOA is stated as: :</p> <p><input type="text" value="Select"/></p> <p>NIH Multiple PI :</p> <p><input type="text" value="Select"/></p> <p>Data Sharing and Public Access Policy :</p> <p><input type="text" value="select"/></p> <p>Work Involving Human or Animal Subjects :</p> <p><input type="text" value="Select"/></p> <p>Verification of IACUC Approval :</p> <p>Human Subjects Data :</p> <p><input type="text" value="Select"/></p> <p>Terms of the Exchange of Human Subjects Data to be provided :</p> <p>Copyrights to Pass-through Entity :</p> <p><input type="text" value="select"/></p>	<p>Awarding Agency Institute :</p> <p><input type="text"/></p> <p>FFATA :</p> <p><input type="text" value="Select"/></p> <p>No Cost Extension Contact for the Pass-through Entity :</p> <p><input type="text" value="select"/></p> <p>Other Treatment of Program Income :</p> <p>NIH Work Being Conducted Is or Is Not a Clinical Trial :</p> <p>Multiple PI Plan :</p> <p>FCOI Policy Applied :</p> <p><input type="text" value="select"/></p> <p>Verification of IRB Approval :</p> <p>Exempt Determination :</p> <p>Contact for verification of IRB and/or IACUC approval :</p> <p>Human Subjects Data Exchanged under this Agreement :</p> <p>Additional Terms :</p> <p><input type="text"/></p>
--	--

1. Click on the header to access the FDP Subaward Template > Attachment 2 section. ➤ FDP Subaward Template
2. **Required Data Elements: The data elements required by Uniform Guidance are incorporated:** Click the dropdown arrow and select in the attached Federal Award. or As Entered. to populate the FDP template accordingly.
3. **Awarding Agency Institute:** Enter the specific awarding institute within the National Institutes of Health (e.g., National Cancer Institute).
4. **FFATA:** Click the dropdown arrow and select Subject to FFATA or Not Subject to FFATA to populate the FDP template accordingly.
5. **Key Personnel Per NOA:** Enter the names of all Key Personnel identified on the Prime Notice of Award to populate the FDP template accordingly.

6. **No Cost Extension Contact for the Pass-through Entity:** Click the dropdown arrow and select Administrative, Authorized Official, Financial, or Principal Investigator to populate the FDP template accordingly.
7. **Treatment of Program Income:** Click the dropdown arrow and select Additive or Other to populate the FDP template accordingly.
8. **Other Treatment of Program Income:** If Other is selected for Treatment of Program Income, then this field becomes available for data entry. Enter the Other Treatment of Program Income as free form text. The information will populate the FDP template accordingly.
9. **NIH Multiple PI:** Click the dropdown arrow and select This subaward is not subject to an MPI leadership plan. or This subaward is subject to the attached MPI leadership plan. to populate the FDP template accordingly.
10. **Multiple PI Plan:** If This subaward is subject to the attached MPI leadership plan. is selected for NIH Multiple PI, then this field becomes available. Click the dropdown arrow and select The PTE will make the MPI plan available upon request. or The MPI plan is attached as part of Attachment 6. to populate the FDP template accordingly.
11. **Data Sharing and Public Access Policy:** Click the dropdown arrow and select Sub agrees to comply. Plan attached to agreement., Sub agrees to comply. Plan available upon request., or Not Applicable to populate the FDP template accordingly.
12. **FCOI Policy Applied:** Click the dropdown arrow and select PTE or Subrecipient to populate the FDP template accordingly.
13. **Work Involving Human or Animal Subjects:** Click the dropdown arrow and select Human Subjects, Animal Subjects, Both Human and Animal Subjects, No Human or Animal Subjects, Human Subjects Exempt, or Both Human Subjects Exempt and Animal Subjects to populate the FDP template accordingly.

select  
Administrative  
Authorized Official  
Financial  
Principal Investigator

Select  
Human Subjects  
Animal Subjects  
Both Human and Animal Subjects  
No Human or Animal Subjects  
Human Subjects Exempt  
Both Human Subjects Exempt and Animal Subjects



**Results** If Human Subjects are identified as being involved, **Verification of IRB Approval** and **Contact for verification of IRB and/or IACUC approval** fields will become available.

If Animal Subjects are identified as being involved, **Verification of IACUC Approval** and **Contact for verification of IRB and/or IACUC approval** fields will become available.

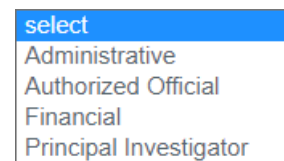
If Human Subjects Exempt is identified as being involved, **Exempt Determination** will become available.

**14. Verification of IRB Approval:** If Human Subjects are identified as being involved in the Work Involving Human or Animal Subjects field, then this field becomes available for data entry. Click the dropdown arrow and select among the options to populate the FDP template accordingly.

**15. Exempt Determination:** If Human Subjects Exempt is identified as being involved in the Work Involving Human or Animal Subjects field, then this field becomes available for data entry. Click the dropdown arrow and select among the options to populate the FDP template accordingly.

**16. Verification of IACUC Approval:** If Animal Subjects are identified as being involved in the Work Involving Human or Animal Subjects field, then this field becomes available for data entry. Click the dropdown arrow and select among the options to populate the FDP template accordingly.

**17. Contact for verification of IRB and/or IACUC approval:**  
If Human Subjects and/or Vertebrate Animals are identified as being involved in the Work Involving Human or Animal Subjects field, then this field becomes available for data entry. Click the dropdown arrow and select Administrative, Authorized Official, or Principal Investigator to populate the FDP template accordingly.



select
Administrative
Authorized Official
Financial
Principal Investigator

**18. Human Subjects Data:** Click the dropdown arrow and select Not Applicable, Applicable, or Human subjects detail will not be addressed in this agreement to populate the FDP template accordingly.

**Results** If Human Subjects Data is Applicable, then Human Subjects Data Exchanged under this Agreement and Terms of the Exchange of Human Subjects Data to provided fields will become available.

19. **Human Subjects Data Exchanged under this Agreement:** If Human Subjects Data is Available, then this field becomes available for data entry. Click the dropdown arrow and select From Subrecipient to PTE, From PTE to Subrecipient, or Both from Subrecipient to PTE and from PTE to Subrecipient to populate the FDP template accordingly.
20. **Terms of the Exchange of Human Subjects Data:** If Human Subjects Data is Available, then this field becomes available for data entry. Click the dropdown arrow and select In the Additional Terms section of this Agreement or Via a separate Data Use Agreement to populate the FDP template accordingly.
21. **Additional Terms:** Enter any specific additional terms that should be included in this particular subaward agreement. This will populate the FDP template accordingly.
22. **Copyrights to Pass-through Entity:** Click the dropdown arrow and select Subrecipient Grants or Subrecipient Shall Grant copyrights to PTE in order to populate the FDP template accordingly.

Attachment 5

Subrecipient IDC Type :

Select
▼

Other Subrecipient IDC Type :

Cost Share Amount :

1. Click on the header to access the FDP Subaward Template > Attachment 5 section.
 

➤ FDP Subaward Template
2. **Subrecipient IDC Type:** Click the dropdown arrow and select the applicable subrecipient indirect cost type to populate the FDP template accordingly. Choices typically include TDC, MTDC, de minimus rate of 10%, NIH foreign rate of 8%, Salaries & Wages, and Other.
3. **Other Subrecipient IDC Type:** If Other is selected for Subrecipient IDC Type, then this field becomes available for data entry. Enter the Other Subrecipient IDC Type as free form text. The information will populate the FDP template accordingly.

4. **Cost Share Amount:** Enter the amount that the subrecipient will be required to contribute as cost share to the project under the subaward agreement. This amount will populate the FDP template accordingly.

## FDP Foreign Cost Reimbursement and Fixed Price Facepages

▼ FDP Foreign Cost Reimbursement and Fixed Price Facepages

FDP Foreign Cost Reimbursement and Fixed Price Facepages

Frequency subrecipient shall submit invoices :


Invoice Frequency Other Contact :

Number of days to submit a final statement of cumulative costs incurred after the Subaward end date :

Subrecipient subject to debarment or suspension certification requirement or suspension under 45 CFR Part 75? :

The Protecting Life in Global Health Assistance (Mexico City Policy) regulation applies to this Federal Award and is flowed down to the Subrecipient :

Additional applicable terms related to Export Controls :



1. Click on the header to access the FDP Foreign Cost Reimbursement and Fixed Price Facepages section.

➤ FDP Foreign Cost Reimbursement and Fixed Price Facepages

This section only becomes available if Yes is selected for the Subaward to a foreign entity? question in the FDP Subaward Template section.

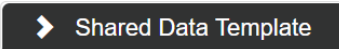
2. **Frequency subrecipient shall submit invoices:** Click the dropdown arrow and select Monthly, Quarterly, or Other to populate the FDP template accordingly.
3. **Invoice Frequency Other Contact:** If Other is selected for Frequency subrecipient shall submit invoices, then this field becomes available for data entry. Enter contact information for the person that will determine the invoice frequency as free form text. The information will populate the FDP template accordingly.
4. **Number of days to submit a final statement of cumulative costs incurred after the Subaward end date:** Click the dropdown arrow and select 30 days, 45 days, or 60 days to populate the FDP template accordingly.


5. **Subrecipient subject to debarment or suspension certification requirement or suspension under 45 CFR Part 75?:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.
6. **The Protecting Life in Global Health Assistance (Mexico City Policy) regulation applies to this Federal Award and is flowed down to the Subrecipient:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.
7. **Additional applicable terms related to Export Controls:** Enter any specific additional terms related to Export Controls that should be included in this particular foreign subaward agreement. This will populate the FDP template accordingly.

## Shared Data Template

The screenshot shows a web interface for a 'Shared Data Template'. At the top, there is a dark header bar with a dropdown arrow and the text 'Shared Data Template'. Below this is a light gray bar labeled 'Attachment 3'. The main content area is white and contains several dropdown menus arranged in two columns:

- Left column:
  - Pass-through Entity COI Contact Email : (dropdown menu with 'select' visible)
  - Pass-through Entity Invoice Email :
  - Subrecipient Performance Site : (dropdown menu with 'Select' visible)
  - Subrecipient Invoice Address : (dropdown menu with 'select' visible)
- Right column:
  - Email Invoices to Pass-through Entity? : (dropdown menu with 'select' visible)
  - Pass-through Entity Invoice Address : (dropdown menu with 'select' visible)
  - Subrecipient Performance Address :


1. Click on the header to access the Shared Data Template > Attachment 3 section. This section refers to PTE Contact information that was entered in the Subawards > Contacts section. 
2. **Pass-through Entity COI Contact Email:** Click the dropdown arrow and select PTE COI Contact or Same as PTE Administrative Contact to populate the FDP template accordingly.
3. **Email Invoices to Pass-through Entity?:** Click the dropdown arrow and select Accepted or Not Accepted to populate the FDP template accordingly.

4. **Pass-through Entity Invoice Email:** If Accepted is selected for Email Invoices to Pass-through Entity, then this field becomes available for data entry. Click the dropdown arrow and select Same as PTE Financial Contact or PTE Invoice Contact to populate the FDP template accordingly.
5. **Pass-through Entity Invoice Address:** Click the dropdown arrow and select Same as Subrecipient PI Address, Same as Subrecipient Address, or Other to populate the FDP template accordingly.
6. **Subrecipient Performance Site:** Click the dropdown arrow and select Same as PTE Financial Contact or PTE Invoice Contact to populate the FDP template accordingly.
7. **Subrecipient Performance Address:** If Other is selected for Subrecipient Performance Site, then this field becomes available for data entry. Click the magnifying glass  to look up and select return value of the appropriate Address Book ID in order to populate the FDP template accordingly.  
  
If the address is not listed, please see Maintaining the Address Book for instructions on how to add this external address to the Address Book.
8. **Subrecipient Invoice Address:** Click the dropdown arrow and select Same as Subrecipient Financial Contact or Subrecipient Invoice Contact to populate the FDP template accordingly.

Attachment 4

<p>Subrecipient can Automatically Carryforward funds? :</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select ▼</div>	<p>A negative invention report is required :</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select ▼</div>
<p>Property Inventory Report required by PTE Federal Award :</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select ▼</div>	<p>If Property Inventory Report is required, list of frequency, type, and submission instructions :</p>
<p>Other Special Reporting Requirements :</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>Should each invoice be accompanied by a brief technical report, sequentially numbered; indicating the date(s) of performance by the Subrecipient, et cetera? :</p>

1. Click on the header to access the Shared Data Template > Attachment 4 section.

 Shared Data Template

2. **Subrecipient can Automatically Carryforward funds?:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.
3. **A negative invention report is required:** Click the dropdown arrow and select Yes, No, or Upon Request to populate the FDP template accordingly.
4. **Property Inventory Report required by PTE Federal Award:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.
5. **If Property Inventory Report is required, list of frequency, type, and submission instructions:** If Yes is selected for Property Inventory Report required by PTE Federal Award, then this field becomes available for data entry. Enter any detailed requirements regarding submission of the Property Inventory Report that should be included in this particular subaward agreement. This will populate the FDP template accordingly.
6. **Other Special Reporting Requirements:** Enter any other special reporting requirements that should be included in this particular subaward agreement. This will populate the FDP template accordingly.
7. **Should each invoice be accompanied by a brief technical report, sequentially numbered; indicating the date(s) of performance by the Subrecipient, et cetera?:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.

## Subcontract Template

▼ Subcontract Template

Cost Reimbursable and Fixed Price facepages

Subcontractor shall notify Contractor in writing within  business days of the date of such replacement and shall propose a substitute principal investigator, identifying the proposed substitute in the notice.

Contractor shall notify Subcontractor within  business days after receipt of such notice of its decision either to continue the Subcontract with the substitute principal investigator or to terminate the Subcontract.

1. Click on the header to access the Subcontract Template > Cost Reimbursable and Fixed Price facepages section.

➤ Subcontract Template

2. Subcontractor shall notify Contractor in writing within \_\_\_\_\_ business days of the date of such replacement and shall propose a substitute principal investigator, identifying the proposed substitute in the notice.

Contractor shall notify Subcontractor within \_\_\_\_\_ business days after receipt of such notice of its decision either to continue the Subcontract with the substitute principal investigator or to terminate the Subcontract.

In the textboxes provided, complete these statements by entering the appropriate number of business days that your institution requires. These statements will be included in the FDP template accordingly.

Subcontract Attachment 1

Has Subcontractor's Online Representations and Certifications been completed within the last year? :

Select ▾

Additional certifications as required by the Prime Contract :

COI Policy :

Select ▾

1. Click on the header to access the Subcontract Template 

➤ Subcontract Template

  
> Subcontract Attachment 1 section.
2. **Has Subcontractor's Online Representations and Certifications been completed within the last year?:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.
3. **COI Policy:** Click the dropdown arrow and select whether the Subcontractor or Contractor COI Policy will be followed by the subrecipient. This will populate the FDP template accordingly.

Subcontract Attachment 2

**Subcontract for fundamental research? :**

Either party shall have the right to terminate this Subcontract with  days written notice to the other party.

Subcontractor shall submit its final invoice and release and assignment to Contractor within  calendar days following completion of the period of performance of this Subcontract.

**Will there be personal health information (PHI) or personally identifiable information (PII) involved in this project? :**

**Amendment Type :**

**Subcontractor a for-profit organization or a foreign entity? :**

**Invoicing Contact for both the Subcontractor & Pass-through Entity :**

1. Click on the header to access the Subcontract Template > Subcontract Attachment 2 section.  Subcontract Template
  
2. **Subcontract for fundamental research?:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.
  
3. Either party shall have the right to terminate this Subcontract with \_\_\_\_\_ days written notice to the other party.  
  
 Subcontractor shall submit its final invoice and release and assignment to Contractor within \_\_\_\_\_ calendar days following completion of the period of performance of this Subcontract.  
  
 In the textboxes provided, complete these statements by entering the appropriate number of days that your institution requires. These statements will be included in the FDP template accordingly.
  
4. **Will there be personal health information (PHI) or personally identifiable information (PII) involved in this project?:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly. Select  
Yes  
No
  
5. **Subcontractor a for-profit organization or a foreign entity?:** Click the dropdown arrow and select Yes or No to populate the FDP template accordingly.
  
10. **Amendment Type:** Click the dropdown arrow and select Bilateral or Unilateral to populate the FDP template accordingly. Select  
Bilateral  
Unilateral



11. **Invoicing Contact for both the Subcontractor & Pass-through Entity:** Click the dropdown arrow and select Administrative Contact, Authorized Official, Financial Contact, or Principal Investigator to populate the FDP template accordingly.

select
Administrative
Authorized Official
Financial
Principal Investigator

### Subrecipient's Highest Compensated Officers

The Subrecipient's Highest Compensated Officers section allows the user to list the five Subrecipient's highest compensated officers to populate Attachment 3B page 2 of the FDP Template and Contract Template. In order to select the appropriate personnel to be logged and displayed on the printed forms, it may be necessary to create a new address book entry for these users.

▼ Subrecipient's Highest Compensated Officers

Subrecipient's Highest Compensated Officers ⓘ

Subrecipient exempt from reporting executive compensation? :

☐ Yes ☐ No

Highest Compensated Officers

Officer	External Address Book ID	Compensation	Actions
Add: <input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>



1. Click on the header to access the Subrecipient's Highest Compensated Officers section.

► Subrecipient's Highest Compensated Officers

2. **Subrecipient exempt from reporting executive compensation?:** Click the radio button next to Yes or No as appropriate to populate the FDP template accordingly.

**Note** If Yes is selected then the highest compensated officers do not need to be listed and so the remaining fields in this section become unavailable for further data entry and appropriately remain blank on the FDP template.

3. **Officer:** Click the dropdown arrow and select an Officer #, starting with the highest compensated Officer as Officer 1.

4. **External Address Book ID:** To identify a Subrecipient Officer, click on the magnifying glass  to look up and select return value of the appropriate Address Book ID.  
  
If the person is not listed, please see [Maintaining the Address Book](#) for instructions on how to add this external person to the Address Book.
5. **Compensation:** Enter this Subrecipient Officer's salary as freeform text.
6. Click the Add button to identify each Officer. 
7. Repeat Steps 3 through 6 until each of the 5 highest compensated Officers has been identified in order to populate the FDP template accordingly.

## Other Federal Agency Terms and Conditions

This section provides a place to enter additional Terms and Conditions that may pertain to this Subaward and will need to be populated into the FDP Subaward Templates.

▼ Other Federal Agency Terms and Conditions

General Terms and Conditions ⓘ

Conditions on activities and restrictions on expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's Award Conditions website :

2 CFR 200 :  
and 45 CFR Part 75

The Grants Policy Statement, including addenda in effect as of the beginning date of the period of performance or as amended found at :

Research Terms and Conditions found at :

Financial Conflicts of Interest ⓘ

If applying its own financial conflicts of interest policy, by execution of this Subaward Agreement, Subrecipient Institution certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein :

Other Agency

1. Click on the header to access the Other Federal Agency Terms and Conditions section.

► Other Federal Agency Terms and Conditions




2. **Conditions on activities and restrictions on expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's Award Conditions website:** Enter any additional conditions as appropriate to populate the FDP template accordingly.
3. **2 CFR 200:** This field is autopopulated as **and 45 CFR Part 75**. Enter any other relevant regulations that the subrecipient must agree to follow as appropriate. This information will populate the FDP template accordingly.
4. **The Grants Policy Statement, including addenda in effect as of the beginning date of the period of performance or as amended found at:** Enter the URL where this information is posted. FDP template will populate accordingly.
5. **Research Terms and Conditions found at:** Enter the URL where this information is posted. FDP will populate accordingly.
6. **If applying its own financial conflicts of interest policy, by execution of this Subaward Agreement, Subrecipient Institution certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein:** Enter the name of the relevant Federal Awarding Agency and applicable policy. This information will populate the FDP template accordingly.

## Reports

The Reports section is used to identify the required reports due from the subrecipient. This information is also displayed on Attachment 4 of the FDP and Contract agreements.

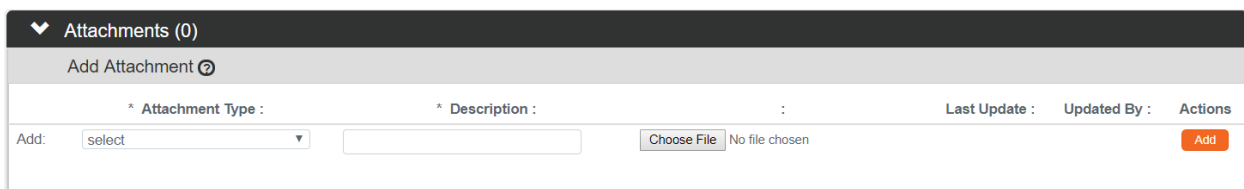
▼ Reports (0)								
Add Report								
	* Report Type :	Deadline Frequency :	PTE Recipient :	Due Date :	Receipt Date :	Last Update :	Updated By :	Actions
Add:	Select ▼	Select ▼	select ▼	<input type="text"/>	<input type="text"/>			<button>Add</button>

1. Click on the header to access the Reports section.
2. **Report Type:** Click the dropdown arrow and select the type of required report as defined by your institution. Options typically include Annual Technical/Progress Report, Final Technical Report, and Final Invention Statement.

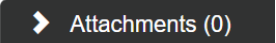
3. **Deadline Frequency:** Click the dropdown arrow and select when deadline frequency of this report type as defined by your institution. Options typically include within 45 prior to the end of each Budget Period, within 30 days after the end of the Project Period, and within 90 days after the end of the Project Period.
4. **PTE Recipient:** Click the dropdown arrow and select Administrative Contact, Authorized Official, Financial Contact, or Principal Investigator.
5. Enter the date the Report is to (or has already) become due in the **Due Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.
6. Enter the date the Report is to (or has already) been received in the **Receipt Date** field by typing the date in MM/DD/YYYY format or by clicking the calendar icon  to select the date.
7. Click the Add button to identify each required **Report**. 
8. Repeat Steps 2 through 7 until all required reports have been identified in order to populate the FDP template accordingly.


## Template Attachments

The Attachments panel is used to upload documents specific to the sub-recipient FDP and contract agreements. Attachments that are uploaded in PDF format become available to be printed along with the FDP and/or Contract forms from the print panel of the Subaward Action tab





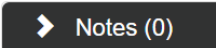

* Attachment Type :	* Description :	Last Update :	Updated By :	Actions
Add: <span>select</span>	<input type="text"/>	<span>Choose File</span>	No file chosen	<span>Add</span>

1. Click on the header to access the Attachments section. 
2. **Attachment Type:** Click the dropdown arrow and select the type of attachment as defined by your institution. Options typically include Statement of Work, Detailed Budget, and Prime Notice of Award.

3. **Description:** Enter freeform text in the Description field to describe the document to be attached.
4. Click the Choose File button to access your operating system's Choose File or File Upload dialog box. Complete this action by following your operating system's prompts.
5. Click the Add button. 
6. Repeat Steps 2 through 5 until all attachment have been added to the subaward document. These will be appropriately attached to the final subaward agreement.

## Adding Notes

Notes (0)				
Notes				
Created By	* Note Topic	Note Text	Restricted?	Actions
Add:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

1. Click on the tab header to access the Notes tab. 
2. Click on the header to access the Notes section. 
3. In the **Note Topic** field enter a short description of what the note is about.
4. In the **Note Text** field enter or paste a complete note.
5. Click the **Restricted** checkbox if the Note should be restricted from users with View Only privileges.
6. Click the Add button to add the Note to the database. 
7. Repeat Steps 2 through 5 until all Notes are added.


## Subaward Actions

Once the Subaward data entry process is complete, several actions are available to the Subaward Administrator from within the Subaward Actions tab. They may check the Subaward for errors or omissions through the Data Validation panel. They may then finalize the Subaward and generate a PDF of the Subaward Agreement to distribute for signature between all parties involved.

The screenshot shows the 'Subaward Actions' tab selected in the left sidebar. The main content area displays four action buttons: 'Data Validation', 'Print', 'Ad Hoc Recipients', and 'Route Log'. At the bottom of the main content area, there is a row of buttons: 'Send Notification', 'Submit', 'Save', 'Reload', 'Blanket Approve', 'Close', and 'Cancel'. A legend in the top right corner indicates that an asterisk (\*) denotes a required field.

## Validating a Subaward Document

Follow these steps to check the Subaward document for errors or omissions.

1. Click the tab header to access the Subaward  Actions tab.

2. Click the header to access the Data Validation section. 

The screenshot shows the 'Data Validation' section. It features a header with a dropdown arrow and the text 'Data Validation'. Below the header, a message states: 'You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:'. A bulleted list follows: 'errors that prevent submission into routing', 'warnings that serve as alerts to possible data issues but will not prevent submission into routing', and 'errors that prevent submission to grants.gov'. At the bottom of the section, there is a 'Turn On Validation' button.

3. Click the Turn On Validation button. 

4. Streamlyne Research will run a series of validation steps to make sure all fields are populated correctly and that field entries do not conflict wherever possible. This same validation routine automatically runs when the Subaward is submitted.

If errors are found, Streamlyne Research will display a red error message at the top of the page and display a list of errors found on the document.

1 error(s) found on page.



If errors exist, click the Fix button next to the first listed error.

Fix

Otherwise, skip to the next process.

5. Streamlyne Research returns to the document section where the problem resides. Make your corrections and save the updated document.

▼ Data Validation

Data Validation

You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:

- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing
- errors that prevent submission to grants.gov

Turn Off Validation

Validation Errors

Hide

Contacts (1)

There are no Contacts. Please add at least one Contact.

Fix

Warnings

Show

Financial (2)

Unit Business Rules Errors

No Unit Business Rules Errors present.

Unit Business Rules Warnings



No Unit Business Rules Warnings present.

6. Repeat Steps 4 and 5 as many times as necessary to resolve all errors.

**Note** This same validation routine is automatically run each time you submit the Subaward into workflow. If it is the case that your submission is interrupted because of errors, you must resubmit the document by following the steps outlined in the very next process.



## Finalizing the Subaward Document

Follow these steps to complete a new Subaward document and bring it to Final status.

1. Click the tab header to access the Subaward Actions tab. 
2. Click the Submit button to send the IACUC Protocol into workflow. 

## Printing a Subaward Document

This section describes the steps to generate a PDF of the Subaward Agreement to distribute for signature between all parties involved.

1. Click on the tab header to access the Subaward Actions tab. 
2. Click on the header to expand the Print section. 
3. Select a single Funding Source from the dropdown menu to include in the Subaward Agreement that you wish to print.
4. Click the Show button next to the Subaward Agreement (Uniform Guidance) *(Recommended use: academic/non-profit institutions under federally funded grants or cooperative agreements.)* subsection to print out appropriate Subaward Agreement or Amendment pages for use under federally funded grants or cooperative agreements.

Or click the Show button next to the Subcontract Agreement *(Recommended use: subcontracting under a federal or nonfederal prime contract.)* subsection to print out appropriate Subcontract Agreement pages for use under a federal or non-federal prime contract.



Print

Print

Funding Source :

Award:000030-00001A

Hide

Subaward Agreement (Uniform Guidance) (Recommended use: academic/non-profit institutions under federally funded grants or cooperative agreements.)

FDP Subaward Template (Facepage, Attachment 1 - Certifications and Assurances - when applicable)

☒ Cost Reimbursement Agreement
☐ Foreign Cost Reimbursement Agreement
☐ Bilateral Amendment
☐ Bilateral Amendment (with Checkbox Options)
☐ Fixed Price Agreement
☐ Foreign Fixed Price Agreement
☐ Unilateral Amendment

FDP Sponsor Attachments (Federal Award Terms and Conditions)

☐ AFOSR (Attachment 2)
☐ ARO (Attachment 2)
☐ NASA (Attachment 2)
☐ ONR (Attachment 2)
☐ Other Agency (Attachment 2)
☐ AMRAA (Attachment 2)
☐ DOE (Attachment 2)
☒ NIH (Attachment 2)
☐ USDA (Attachment 2)
☐ Other PHS Agency (Attachment 2)
☐ AMRMC (Attachment 2)
☐ EPA (Attachment 2)
☐ NSF (Attachment 2)
☐ DHS (Attachment 2)

FDP Subaward Template Attachments (Federal Award Terms and Conditions)

☒ Pass-Through Entity (PTE) Contacts (Attachment 3A)
☒ Reporting and Prior Approval Terms (Attachment 4)
☒ Subrecipient Contacts (Attachment 3B)
☒ Statement of Work, Cost Sharing, Indirects and Budget (Attachment 5)
☐ Highest Compensated Officers (Attachment 3B, Page 2)
☐ Notice of Award (NOA) and any additional documents (Attachment 6)

Subaward Attachments (PDFs):

Select All

Select None

Print

Show

Subcontract Agreement (Recommended use: subcontracting under a federal or nonfederal prime contract.)

5. Indicate which sections you would like to print by checking or unchecking the boxes next to the names of the document subsections.
6. Click the Print button. 

Print
7. Streamlyne Research will generate a PDF of the selected Subaward Agreement sections. Follow your browser's prompts to open, save, or print this document.

## Appendix

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### Maintaining the Address Book

Since the Subaward module obtains contact information on both internal and external personnel from the Address Book, it is important to periodically review and update the Address Book as needed. In order to populate the FDP template, the following contact information is obtained from the Address Book:

- Prime Contacts – Authorized Official, Financial Contact, Administrative Contact
- Subrecipient Performance Address
- Subrecipient Principal Investigator
- Subrecipient Contacts – Authorized Official, Financial Contact, Administrative Contact
- Subrecipient Officers

### Maintaining the Organization Table

Since the Subaward module obtains information on subrecipient organizations from the Organization Table, it is important to periodically review and update the Organization Table as needed. In order to populate the FDP template, the following information is obtained from the Organization Table:

- Subrecipient Name
- Subrecipient DUNS
- Subrecipient EIN

### Federal Demonstration Partnership (FDP) Subaward Templates

Current FDP Subaward Templates can be accessed here:

- <https://thefdp.org/default/subaward-forms/>