

IMPORTING SUBAWARDS

1. OVERVIEW

A fiscal administering (FA) department will include subawards in its grant application if other organizations will perform a portion of work on the project. The FA department will only import subaward budgets when submitting a detailed budget with the R&R Budget form located in the SF424.

The FA department will include as many subawards as needed in the SF424; however, only one subaward budget can be imported for each subawardee. The FA department may import as many as thirty (30) individual budget documents. The FA department will upload a budget detail .PDF in the budget justification section for any project containing over thirty (30) budget documents

When importing subawards, remember the total of all subaward budgets, including those in the budget justification, must be included in the Subawards/Consortium/Contractual costs on the Cumulative Budget form of the SF424

To use the subaward import function, the SF424 creator will need to select the R&R Subaward Budget Attachment Form box on the Select Optional Forms page in the SF424 application.

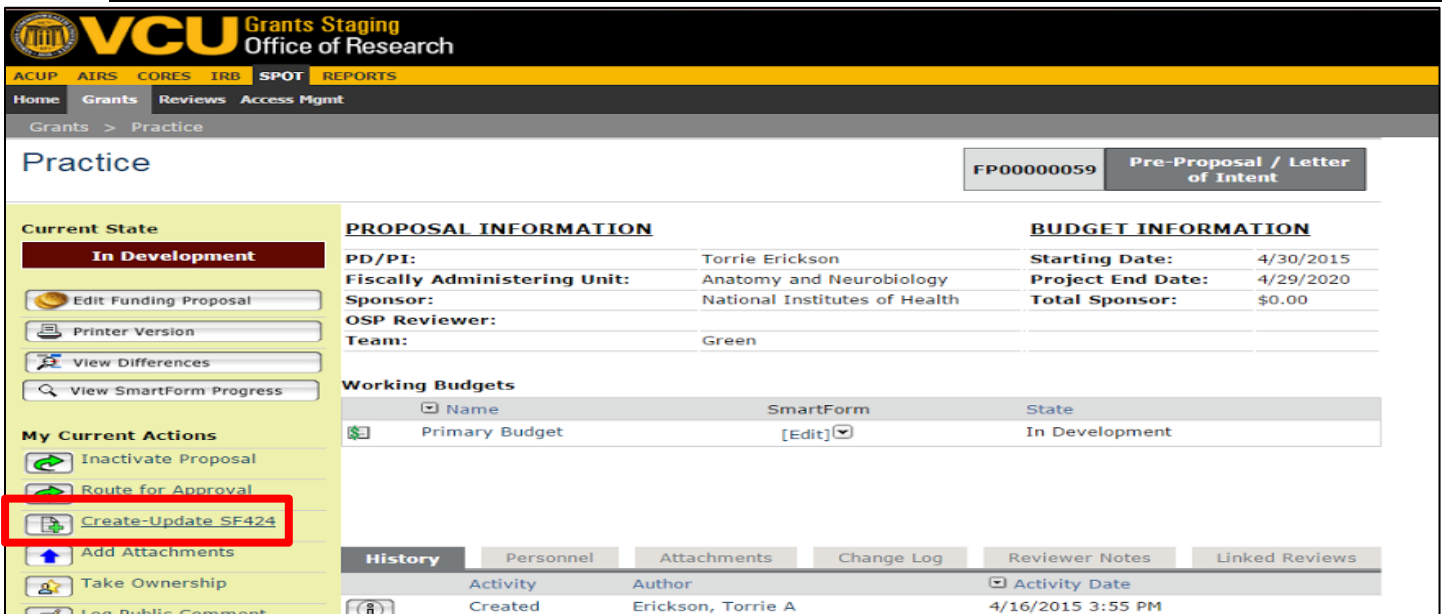
2. HOW TO IMPORT SUBAWARDS

This section will show the user how to create a subaward budget in the SF424. After selecting the subaward budget, the user may begin to import subaward documents into the SF424.

2.1. R&R Subaward Budget Attachment Form

To import subawards into the SF424, the user must first select the “Research & Related Subaward Budget Attachment(s) Form.”

1. Log into RAMS-SPOT
2. Find and click on the funding proposal
3. Create SF424



4. Click “Create-Update SF424” to prompt the popup to appear
5. Only click on the “Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT”

Create-Update SF424

If this is the first time this activity is being executed, select "OK" and this activity will create your SF424 application.

If this is not the first time this activity is being executed, selecting "OK" will override any manual changes made to mapped fields in the SF424 form.

Select "Cancel", if you do not wish to execute this activity.

Action	Status
<input type="checkbox"/> Research & Related Senior/Key Person Profile (Expanded) V2.0	
<input type="checkbox"/> Research & Related Budget V1.3	
<input type="checkbox"/> Research & Related Project/Performance Site Location(s) V2.0	
<input type="checkbox"/> Research & Related Other Project Information V1.3	
<input type="checkbox"/> PHS398 Cover Page Supplement V2.0	
<input type="checkbox"/> SF424 (R&R) V2.0	
<input type="checkbox"/> PHS 398 Research Plan V2.0	
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3	
<input type="checkbox"/> PHS 398 Cumulative Inclusion Enrollment Report V1.0	
<input type="checkbox"/> Planned Enrollment Report V1.0	

6. Click "Ok" to create subaward functionality in the SF424

7. Once the activity is complete, the import subaward function will appear in the SF424.

2.2. Editing the SF424 for subawards

After creating the SF424 and selecting the "Research & Related Subaward Budget Attachment(s) Form" box, the user now has access to edit the SF424. Before the import subawards function becomes available, the user must edit the grant application, which requires the user to answer specific questions.

1. From the funding proposal workspace, click on the SF424 link located within the SF424 information.
2. Click "Edit Grant Application" in the upper left side under "Application Status."
3. Select the "Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT" form under the optional forms heading

VCU Grants Staging Office of Research

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Select Optional Forms ▾

Application Filing Name:

Following forms are optional, Please select any that you wish to include in your application:

Form Name
<input checked="" type="checkbox"/> Research & Related Subaward Budget Attachment(s) Form 5 YR 30 ATT V1.3
<input type="checkbox"/> PHS 398 Cumulative Inclusion Enrollment Report V1.0
<input type="checkbox"/> Planned Enrollment Report V1.0

Following forms are required:

Form Name
Research & Related Senior/Key Person Profile (Expanded) V2.0
Research & Related Budget V1.3
Research & Related Project/Performance Site Location(s) V2.0
Research & Related Other Project Information V1.3
PHS398 Cover Page Supplement V2.0
SF424 (R&R) V2.0
PHS 398 Research Plan V2.0

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Select Optional Forms ▾

4. Continue filling out required fields in the SF424 until the user comes to “R&R Subaward Budget – Number of Subawards” screen.
5. Enter the number of subawards in the project (note: this is not limited to thirty (30) subawards
6. RAMS-SPOT will automatically take the user to the “R&R Subaward Budget 1 – Period 1 – Section A and B.” At this time, the user may continue to enter the subawardee’s budget information manually or the user may choose to import the budget from a .PDF document.

2.3. How to Import Subaward Budgets

When the user elects to import a subawardee’s budget into RAMS-SPOT, the user will download the PDF documents from RAMS-SPOT. The user may send the PDF document to subawardee to complete. Once the PDF is complete and imported, RAMS-SPOT will populate all fields. The user should always double check the correct budget information is in the SF424.

NOTE: Subaward .PDF budgets are available on the VCU Office of Research and Innovation website or at the following: http://www.research.vcu.edu/forms/index.htm#osp_forms prior to completing this section.

1. From the “R&R Subaward Budget 1 – Period 1 – Section A and B” screen, click “Exit” to return to the SF424 workspace.
2. Towards the middle of the screen, click the link “Download R&R Subaward Budget Forms.”

Application Status

Pre-Submission

SF-4240000028 for FP00000059

SF-4240000028

SF424

- Edit Grant Application...
- Print Version

Activities

- Validate Submission
- Bypass Validations
- Assign Submitters
- Assign Editors and Readers
- Log Comment
- Import Subaward
- Create Pre-submission PDF

Descriptive Title:

Submission Type: Start Date:

PDF Version: Not Available, Please execute Generate PDF Version activity End Date:

Tracking Number: FOA: PAR-13-365 (FOA00000041)

Received Date/Time: Funding Proposal: FP00000059

Status Updated: Date Modified: 4/17/2015 11:03 AM

Download R&R Subaward Budget forms

History

Change Log

Activity	Author	Activity Date
SF424 Created	Erickson, Torrie A	4/17/2015 9:56 AM

- After downloading the zip file. The user will now have access to thirty (30) subaward budget .PDFs.
- The user will send each subawardee, as part of VCU's [subrecipient commitment package](#), one .PDF. Each .PDF contains required fields the subawardee must complete as well as a place for a budget justification, which will also import into the SF424 with the budget.

NOTE: The subaward budget .PDF only calculates the total requested salaries for other personnel. If the user has more than one (1) personnel per category, make sure the requested salary is the combined salary of all personnel in the given category.

NOTE: Indirect cost rate, indirect cost base, and funds requested must be entered in manually in subaward budget .PDFs. The PDF will not calculated indirect costs.

NOTE: The budget justification must be a PDF. The system will not accept any other files.

- Once the subaward budget PDF is returned to the user, the user click the "Import Subaward" option under "Activities" on the left side of the SF424 workspace page.

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ACUP AIRS CORES IRB SPOT REPORTS

Home Grants Reviews Access Mgmt

Grants > Practice > SF-42400000028 for FP00000059

Application Status
Pre-Submission SF-42400000028 for FP00000059

Edit Grant Application...
 Print Version

Activities

- Validate Submission
- Bypass Validations
- Assign Submitters
- Assign Editors and Readers
- Log Comment
- Import Subaward**
- Create Pre-submission PDF

Descriptive Title:

Submission Type: **Start Date:**

PDF Version: Not Available, Please execute Generate PDF Version activity **End Date:**

Tracking Number: **FOA:** PAR-13-365 (FOA00000041)

Received Date/Time: **Funding Proposal:** FP00000059

Status Updated: **Date Modified:** 4/17/2015 11:03 AM

Download R&R Subaward Budget forms

History Change Log

Activity	Author
SF424 Created	Erickson, Torrie A

6. Select the subawardee number associated with the subaward PDF in the popup.
 7. The user will choose the file he/she wishes to upload.

Import Subaward

For opportunities that have subawards, you can choose to import subaward data using this Activity and a filled PDF. This is an alternative to filling out subaward information in the SmartForm directly, though after import, you may go back and make further changes in the SmartForm.

Subaward PDF templates are available for download on the SF-424 workspace. They can be provided to anyone to complete. Once complete, simply use this Activity to import the data.

1. Select a destination for the imported subaward. Choose one of the following radio buttons.

There is already a subaward at the chosen destination. The existing subaward will be overwritten.

Organization	DUNS	PD/PI	Import Date	Direct Costs	Indirect Costs
@ 1. Undefined	Undefined	Undefined			

2. Please choose an R&R Subaward Budget PDF form to import.

Choose File: No file chosen

OK Cancel

8. After the system has imported the document, the history log will show the "Subaward Import" activity.

9. To verify the subaward has properly imported, the user may “Edit Grant Application” and proceed directly to the “R&R Subaward Budget 1 – Period 1 – Section A and B.”

RESEARCH & RELATED BUDGET, SUBAWARD 1 - SECTION A & B, BUDGET PERIOD 1

* Organizational DUNS:
 * Budget Type:
 * Name of Organization:
 * Number of Budget Periods:
 Start Date: End Date:

A. Senior/Key Person

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
Pr.	First Name	Middle Name	Last Name	Suffix	Project Role	Base Salary (\$)	Cal. Months	Acad. Months	Sum. Months	Req. Salary (\$)	Fringe Ben. (\$)	Funds Req. (\$)	
Dr.	G		Q		PD/PI	\$100,000.0	2.4			\$20,000.00	\$6,860.00	\$16,860.00	
9. Total Funds requested for all Senior Key Persons in the attached file												\$0.00	
Additional Senior Key Persons: <input type="text" value="(None)"/> <input type="button" value="Add"/>												Total Senior/Key Person: \$16,860.00	

B. Other Personnel

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Num. Personnel	Project Role	Cal. Months	Acad. Months	Sum. Months	Req. Salary (\$)	Fringe Ben. (\$)	Funds Req. (\$)					
0	Post Doctoral Associates	0	0	0	\$0.00	\$0.00	\$0.00					
2	Graduate Students	12	0	0	\$50,000.00	\$0.00	\$50,000.00					
0	Undergraduate Students	0	0	0	\$0.00	\$0.00	\$0.00					
0	Secretarial/Clerical	0	0	0	\$0.00	\$0.00	\$0.00					
1. Total Number Other Personnel											Total Other Personnel: \$50,000.00	
											Total Salary, Wages and Fringe Benefits (A+B): \$16,860.00	

RESEARCH & RELATED BUDGET, SUBAWARD 1 - SECTION C, D & E, BUDGET PERIOD 1

* Organizational DUNS: 065391560000
 * Budget Type: Subaward/Consortium
 * Name of Organization: University of Virginia
 * Number of Budget Periods: 2

Start Date: 6/1/2015 End Date: 5/31/2016

C. Equipment Description

List items and dollar amount for each item

Equipment Item	Funds Requested (\$)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11. Total Funds Requested for all equipment listed in the attached file	\$0.00
Total Equipment:	\$0.00

Additional Equipment: (None)

D. Travel

1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	\$3,000.00
2. Foreign Travel Costs	\$0.00
Total Travel Costs:	\$3,000.00

E. Participant Trainee Support Costs:

1. Tuition/Fees/Health Insurance	\$30,000.00
2. Stipends	\$0.00
3. Travel	\$0.00
4. Subsistence	\$0.00
5. Other: <input type="text"/>	
<input type="text" value="2"/> Number of Participants/Trainees	
Total Participant/Trainee Support Costs:	\$30,000.00

RESEARCH & RELATED BUDGET, SUBAWARD 1 - SECTION F-K, BUDGET PERIOD 1

* Organizational DUNS: 065391560000
 * Budget Type: Subaward/Consortium
 * Name of Organization: University of Virginia
 * Number of Budget Periods: 2

Start Date: 6/1/2015 End Date: 5/31/2016

F. Other Direct Costs

1. Materials and Supplies	\$20,000.00
2. Publication Costs	\$0.00
3. Consultant Services	\$0.00
4. ADP/Computer Services	\$0.00
5. Subawards/Consortium/Contractual Costs	\$0.00
6. Equipment or Facility Rental/User Fees	\$0.00
7. Alterations and Renovations	\$0.00
8. <input type="text"/>	
9. <input type="text"/>	
10. <input type="text"/>	
Total Other Direct Costs:	\$20,000.00

G. Direct Costs

Total Direct Costs (A thru F): \$129,860.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
1. Modified Total Direct Costs	52.5	\$99,860.00	\$52,427.00
2. <input type="text"/>			
3. <input type="text"/>			
4. <input type="text"/>			
Total Indirect Costs:			\$52,427.00

Cognizant Federal Agency (Agency Name, POC Name, and POC Phone Number):

I. Total Direct and Indirect Costs

Total Direct and Indirect Costs (G + H): \$182,287.00

J. Fee

Funds Requested (\$)
\$0.00

K. Budget Justification

Text Budget Justification.pdf(0.01)

RESEARCH & RELATED BUDGET, SUBAWARD 1 - Cumulative Budget

Section A, Senior/ Key Person		\$53,720.00
Section B, Other Personnel		\$50,000.00
Total Number Other Personnel	2	
Total Salary, Wages and Fringe Benefits (A+B)		\$103,720.00
Section C, Equipment		\$0.00
Section D, Travel		\$6,500.00
1. Domestic	\$6,500.00	
2. Foreign	\$0.00	
Section E, Participant/ Trainee Support Costs		\$30,000.00
1. Tuition/Fees/Health Insurance	\$30,000.00	
2. Stipends	\$0.00	
3. Travel	\$0.00	
4. Subsistence	\$0.00	
5. Other	\$0.00	
6. Number of Participants/Trainees	2	
Section F, Other Direct Costs		\$30,000.00
1. Materials and Supplies	\$30,000.00	
2. Publication Costs	\$0.00	
3. Consultant Costs	\$0.00	
4. ADP/Computer Services	\$0.00	
5. Subawards/Consortium/Contractual Costs	\$0.00	
6. Equipment of Facility Rental/User Fees	\$0.00	
7. Alterations and Renovations	\$0.00	
8. Other 1	\$0.00	
9. Other 2	\$0.00	
10. Other 3	\$0.00	
Section G, Direct Costs (A thru F)		\$170,220.00
Section H, Indirect Costs		\$73,616.00
Section I, Total Direct and Indirect Costs		\$243,836.00
Section J, Fee		\$0.00

10. After the user has verified the subaward budget has imported correctly, the SF424 may be completed.