Create and Edit a Subaward Budget

Create Subaward is located on the main budget's workspace. Select the activity.

Subaward/Subcontract Budget Information SmartForm

1. Enter the Title and Organization for the subaward/subcontract.

2. PI is automatically entered from the funding proposal. Add the Subaward/Subcontract PI.

3. Determine the Subaward/Subcontract budget detail level – Per Period Direct and Indirect Totals or SF424 Subaward Import.

4. Indicate if it is included in the budget, Subrecipient FCOI, and the subaward indirect contribution limit.

Per Period Direct and Indirect Totals Detail Level:

All Personnel SmartForm

Add Subaward Key Personnel, Graduate Students, Post Grads, etc.

Per Period Cost Totals SmartForm

Enter Subaward/Subcontract costs.

SF424 Subaward Import Detail Level:

SF424 Subaward Import SmartForm

Select the subaward PDF to import. Forms can be found on the SF424 workspace.

The subaward budget will be located on the main budget's workspace, Subaward tab.