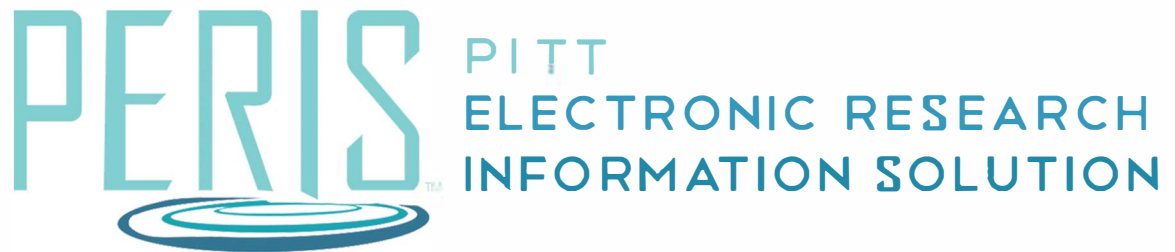




University of Pittsburgh



# Quick Reference

CREATING A NEW SUBAWARD.....2

# Creating a New Subaward

The screenshot shows the top navigation bar with a 'My Inbox' tab (marked with a blue triangle '2') and a 'MyFunding' tab. Below the navigation bar are 'Awards' and 'Reports' tabs. A 'Create Subaward' button is highlighted with a blue triangle '3'.

The form contains the following fields and callouts:

- 2.0 \* Subrecipient:** Carnegie Mellon University (marked with a blue triangle '2')
- 3.0 \* Name:** Subaward 1 (AWD00000098) (marked with a blue triangle '3')
- 4.0 \* Start date:** 7/1/2019 (marked with a blue triangle '4')
- 5.0 \* End date:** 6/30/2020
- 6.0** Enter the Direct/Indirect Costs that were proposed on the original funding:
  - Direct costs: 10000
  - Indirect costs: 5000
  - Total costs:
- 7.0** Enter the Direct/Indirect Costs that were awarded for this Subrecipient:
  - Direct Costs: 10000
  - Indirect Costs: 5000

## Subaward Terms And Conditions (for selection):

- Program Income Add/Deduct Option
- Minority Supplement Restriction
- No F&A Budgeted on Subgrant
- Excluded from Expanded Authorities

A 'Finish' button is shown with a blue triangle '10' above it, indicating the final step in the process.

### Where to start?

1. Log into MyFunding.
2. Click in the MyFunding tab then the Award tab. Use the search box to search for the award and click on the award name.

### How do I create a new subaward?

3. Click *Create Subaward*.
4. Enter a Subrecipient, dates, and costs.
5. If proposed costs are not available enter zero.
6. Select people who should receive the fully executed Subaward notification.
7. Confirm and/or update the Terms and Conditions. Click *Continue*.
8. Add Subaward documents.
9. Department will enter the subaward deliverables. Click *Continue*.

### What's Next?

10. Click *Finish*.