

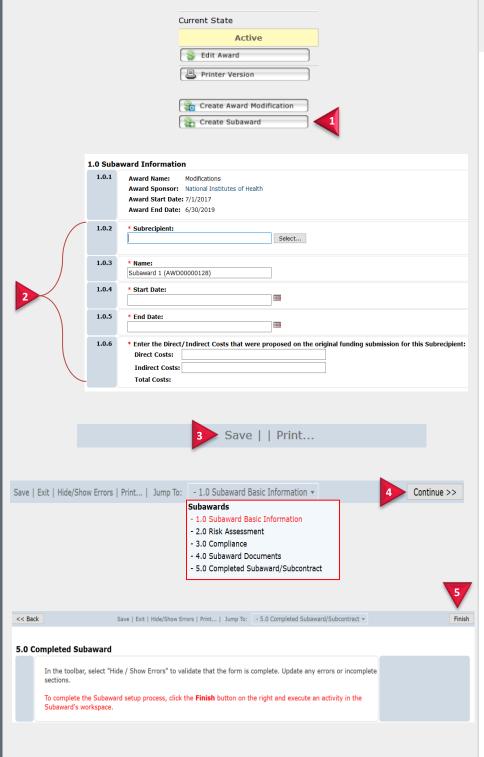
Research Administration & Proposal Submission System (RAPSS) Quick Reference Guide Initiate/Submit a Subaward

This document is intended for the Central Office (Subaward Specialist & Signing Official).

Initiate a Subaward	2
Submit Subaward for Approval/Activate	3

Initiate a Subaward

A **subaward** is an agreement with a third-party organization performing a portion of a research project or program. The terms of the relationship (sub-grant/subcontract) are influenced by the prime agreement, and all **subawards** must be monitored to ensure that the sub recipient complies with these terms. During the proposal and award set up process, it is the department's responsibility to indicate whether there is a subaward involved. This will alert the subaward specialist who, upon activation of the award, will be responsible for setting the subaward up.



From the <u>Active</u> state of an Award (Sub-award Specialist)

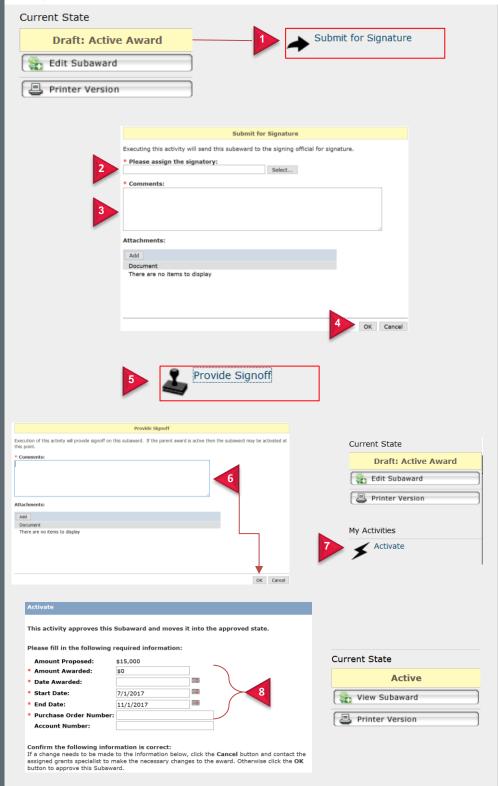
- Click the Create Subaward tab.
- 2. Complete the required information.
- **3.** Once all required fields have been completed, click **Save**.
- Complete the remaining pages.
 Click Continue to move through the pages.
- **5.** Once all remaining smart forms are complete, on the final page click **Finish**.

You will be routed to the **Subaward Workspace**.

11/1/2016 2

Submit Subaward for Approval/Activate

Once the subaward smart forms are complete, the specialist will submit the project for signature. It will then be routed to the central office (signing official). Once the subaward is signed off, the project will be routed back to the specialist who will then activate the subaward.



From the state of Draft: Active Award (Subaward Specialist)

- Execute the Submit for Signature activity.
- Select the signing official for signature.
- 3. Add comments.
- 4. Click OK.

Note: The project will now be routed to the selected signing official.

(Signing Official)

To sign/approve the subaward:

- From Draft: Active Award, execute the Provide Signoff activity.
- Add comments and click Ok.

Note: The project will be routed back to the subaward specialist.

(Subaward Specialist)

To activate the subaward:

- 7. Execute the **Activate** activity.
- 8. Complete the required fields and click Ok.

Note: The state of the project will change to **Active**.

11/1/2016 3