

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).

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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.


Current State

Active

Edit Award

Printer Version

Create Award Modification

Create Subaward 

1.0 Subaward Information

1.0.1 **Award Name:** Modifications
Award Sponsor: National Institutes of Health
Award Start Date: 7/1/2017
Award End Date: 6/30/2019

1.0.2 *** Subrecipient:** Select...


1.0.3 *** Name:**


1.0.4 *** Start Date:**

1.0.5 *** End Date:**

1.0.6 *** Enter the Direct/Indirect Costs that were proposed on the original funding submission for this Subrecipient:**
Direct Costs:
Indirect Costs:
Total Costs:

 2

 Save | | Print...

Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.0 Subaward Basic Information -  Continue >>

- Subawards**
- 1.0 Subaward Basic Information
 - 2.0 Risk Assessment
 - 3.0 Compliance
 - 4.0 Subaward Documents
 - 5.0 Completed Subaward/Subcontract

 5

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 5.0 Completed Subaward/Subcontract - Finish

5.0 Completed Subaward

In the toolbar, select "Hide / Show Errors" to validate that the form is complete. Update any errors or incomplete sections.

To complete the Subaward setup process, click the **Finish** button on the right and execute an activity in the Subaward's workspace.

From the Active state of an Award (Sub-award Specialist)

1. Click the **Create Subaward** tab.
2. Complete the required information.
3. Once all required fields have been completed, click **Save**.
4. 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**.

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.

Current State

Draft: Active Award

Edit Subaward

Printer Version

Submit for Signature

Executing this activity will send this subaward to the signing official for signature.

* Please assign the signatory: Select...

* Comments:

Attachments:

Add

Document

There are no items to display

OK Cancel

Provide Signoff

Provide Signoff

Execution of this activity will provide signoff on this subaward. If the parent award is active then the subaward may be activated at this point.

* Comments:

Attachments:

Add

Document

There are no items to display

OK Cancel

Current State

Draft: Active Award

Edit Subaward

Printer Version

My Activities

Activate

Current State

Active

View Subaward

Printer Version

Activate

This activity approves this Subaward and moves it into the approved state.

Please fill in the following required information:

Amount Proposed: \$15,000

* Amount Awarded: \$0

* Date Awarded:

* Start Date: 7/1/2017

* End Date: 11/1/2017

* Purchase Order Number:

Account Number:

Confirm the following information is correct:
If a change needs to be made to the information below, click the **Cancel** button and contact the assigned grants specialist to make the necessary changes to the award. Otherwise click the **OK** button to approve this Subaward.

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

1. Execute the **Submit for Signature** activity.
2. 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:

5. From Draft: Active Award, execute the **Provide Signoff** activity.
6. 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**.