

Subawards – Step-by-Step Procedure

Important Information

If you have outside institutions that are going to be a subcontract on your proposal, and you are submitting S2S (system to system), it is not necessary to type in all of their budgets to your SF424 forms. It is as easy as downloading a zip file and sending out a pdf form for your subcontracting institution to fill out and return. NOTE: the word “subaward” is the term used in the SF424 workspace. It is synonymous with subcontract and will be used hereafter.

SF424 Workspace

The screenshot shows the SF424 Workspace interface. On the left, there is a sidebar with a 'Grant Application...' button highlighted by a black box with the number '1'. The main area displays 'Application Status' as 'Pre-Submission' for 'SF-42400000482 for 11-PAF00029'. Below this, there are fields for 'Descriptive Title: R&R budget', 'Submission Type: New', 'PDF Version: Not Available, Please execute Generate PDF Version activity', and 'Tracking Number:'. At the bottom left, there is a 'Validate Submission' button.

1. Click **Grant Application**.

Select Optional Forms Page

The screenshot shows the 'Select Optional Forms Page'. It contains a list of optional forms with checkboxes. The second option, 'Research & Related Subaward Budget (Total Fed + Non-Fed) V1.2', is checked and highlighted by a black box with the number '2'. Below the list, there is a section for 'Following forms are required:' with a 'Display Name' field containing 'SF424 (R & R) V1.2', which is highlighted by a black box with the number '3'. At the bottom, there is a 'Continue >>' button.

2. Select **Research & Related Subaward Budget (Total Fed + Non-Fed) V1.2** from the **Form name** list.
3. Click **Continue >>**.

Number of Subawards Page

The screenshot shows the 'Number of Subawards Page'. It features a text input field labeled '* Number of subawards:' with the number '1' entered. The field is highlighted by a black box with the number '4'. At the bottom right, there is a 'Continue >>' button highlighted by a black box with the number '5'.

4. Type the number of subawards in the **Number of subawards** field.
5. Click **Continue >>**.

Form Page 1

6. Click **Save**.
7. Click **Exit**.

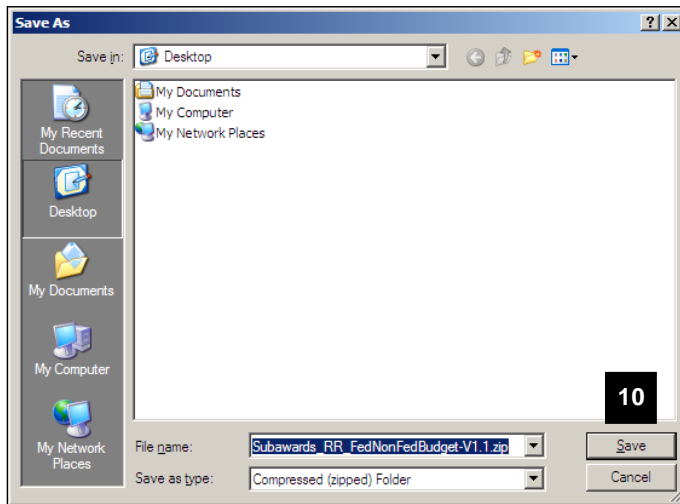
SF424 Workspace

8. Click the **Download R&R Federal + Non Federal Subaward Budget forms** link.

File Download Dialog Box

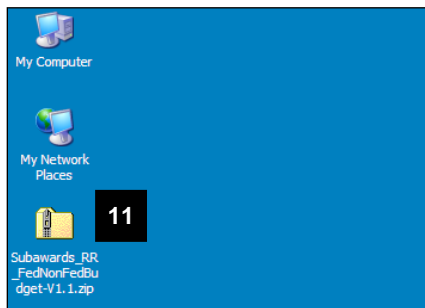
9. Click **Save**.

Save As Dialog Box



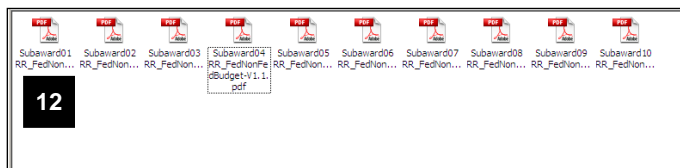
10. Click .

File Download Dialog Box



11. Go to the location where you saved the file in Step 11. Open the file.

File Download Dialog Box



12. There are ten PDF files listed, but they are all the same. E-mail the PDF file to the other institution(s).

The other institution should fill out the PDF file. When they return it back to you, proceed to the next step.

All PAFs Page

Application Status: Pre-Submission SF-4240000482 for 11-PAF00029 SF-42

Descriptive Title: R&R budget

Submission Type: New Start Date:

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

Tracking Number: FOA:

Received Date/Time:

Status Updated:

Download R&R Federal + Non Federal Subaward Budget forms

Activities:

- Validate Submission
- Assign Submitters
- Assign Editors and Readers
- 13** Import Subaward

13. Click **Import Subaward**.

Import Subaward Page

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.

Organization	DUNS	PD/PI	Import Date	Direct Costs	Indirect Costs
<input type="radio"/> 1	Undefined	Undefined	Undefined	\$0.00	\$0.00

2. Please choose an **R&R Federal + Non-Federal Subaward Budget** PDF form to import.

15 Browse...

18 OK Cancel

14. Select the appropriate destination radio button.

15. Click **Browse...**

Choose File Dialog Box

Choose file

Look in: Desktop

- Subaward01_RR_FedNonFedBudget-V1.1.pdf **16**
- Subawards_RR_FedNonFedBudget-V1.1.zip

File name: Subaward01_RR_FedNonFedBudget-V1.1.pdf **17** Open

Files of type: All Files (*.*) **18** OK Cancel

16. Select the PDF file that was returned to you from the other institution.

17. Click **Open**.

18. Click **OK**.

NOTE: if you are importing more than five subawards, it is recommended that you run Hide/Show errors on your SF424 application after importing a subaward.