Subawards

Module 8
In this module you will learn how to:

- Create a subaward
- Link a subaward to a prime proposal
- Import a subaward
- Export a subaward
Including Subaward Information

- Cayuse 424 allows you to include subaward information on your prime proposal in three ways:
  - By linking to an existing subaward
  - By importing a subaward
  - By creating a worksheet row

- Once subaward information is linked, imported or created, it will automatically flow into the prime proposal.

- You can also export subaward information for another Cayuse 424 customer to use.
1. Navigate to the Proposals tab and click [Create Proposal].

2. Select either “Research” or “Training” Subaward Proposal, and click Create.

3. In the Create New Subaward dialog, enter a Subaward Name.
Creating a Subaward

4. Select an **Organization**.
   - If your subaward organization is not available, you can skip this for now.

5. Select the **# of Budget Periods**.

6. Select a **Validation Type** (e.g., NIH).

7. Click **Create Subaward**.
Creating a Subaward

- A subaward includes:
  - A Performance Sites form
  - A Key Persons form
  - A detailed budget form

- Usually these are R&R forms, but Cayuse 424 also supports the Fed/Non-fed budget form and Training Subawards.

- See Module 6: Proposal Basics and Module 7: Proposal Budgets to learn more about filling out these forms.
1. Open the prime proposal you want to link the subaward to.

2. Navigate to the **Subaward Budget Attachment** form.

3. Click ![Link Subaward](image)

4. In the dialog, select the subaward you want to link using the list or search.

5. Align the budget periods.

6. Click **Link in Subaward**.

**Linking to an Existing Subaward**
When the link of personnel and budget information is complete, click **Finish**. You’ll see the subaward in the **Subawards** tab.

The subaward budget figures show in the prime and in the Subaward Budget Attachment form.

To view or edit the subaward, click its name in the Subawards tab or in the form.
Creating a Worksheet Row

- A worksheet row allows you to manually enter only budget information for a subaward.

- This is particularly useful if submitting a modular budget since you cannot submit subawards with a modular budget.

1. Open the prime proposal.
2. Navigate to the **Subaward Budget Attachment** form.
3. Click on **Worksheet Row**.
4. Enter the **Worksheet Row Title**.

5. Click **Add Worksheet Row**.

![Add a Subaward Worksheet Row](image-url)
6. Expand the row using the plus sign to enter **Direct Costs** and **Indirect Costs** for all budget periods.

7. Cayuse 424 auto-calculates **Allocated to IDC Base**.

8. These costs will be auto-populated to the Detailed and Modular Budgets.
As with other forms, you include subawards by clicking the check box adjacent to the Subaward Budget Attachment form in the left sidebar.
In order to import a subaward, your subcontractor must create the subaward using **Cayuse 424, Subawards.com, or Adobe forms** and send the exportable file to you.

You can import the subaward proposal either directly into the prime proposal or into the Proposals List.
1. Go to the Proposals tab and click
2. Enter a name for the subaward.
3. Browse for the subaward file on your computer.
4. Click Import Subaward.
5. The imported subaward will appear in the Proposals List.
Importing to a Prime Proposal

Importing a subaward into a prime proposal combines importing to the Proposals List with linking a subaward to a prime proposal.

1. Open the prime proposal.
2. Go to the **Subaward Budget Attachment** form.
3. Click ![](Import Subaward)
4. Enter a name for the subaward, and browse for the file on your computer.
5. Align the budget periods as needed.
6. Click ![](Link in Subaward)
Exporting a Subaward Proposal

If you are working on a subaward to send to another institution, you can create and export a standalone (unlinked) subaward to another Cayuse 424 customer institution.

1. After creating your Subaward Proposal, click ⌨️ at the upper right corner of the window to export the data.

2. Enter a name for the exported file.

3. Click Export

4. Save the exported subaward file to a location on your computer or network.

5. Send the file to your collaborating institution.
Export Tips

- Internal documentation (e.g. signed Face Pages, Letters of Support, Letters of Collaboration, etc.) can be added to the Documents page under Proposal Summary. These will be exported with the subaward.

- We recommend validating the subaward before exporting it to prevent incorrect data from being exported.
For Opportunities that require a full budget, you must attach the completed subaward proposal.

- NIH cannot compare your grant costs correctly to the direct cost limitation without the complete subaward budget.
- NIH cannot calculate the indirect costs on subawards without the attachment.

If this information isn’t provided, your proposal may be rejected or delayed after submission.

- If the proposal has a Modular Budget, you can use the Worksheet Rows function to determine the costs correctly.
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