

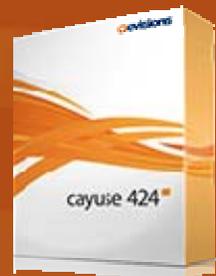


Subawards

Module 8

Research Suite Product Support
ResearchSuiteSupport@evisions.com

cayuse 424
Electronic Proposal
Development and Submission



Objectives

In this module you will learn how to:

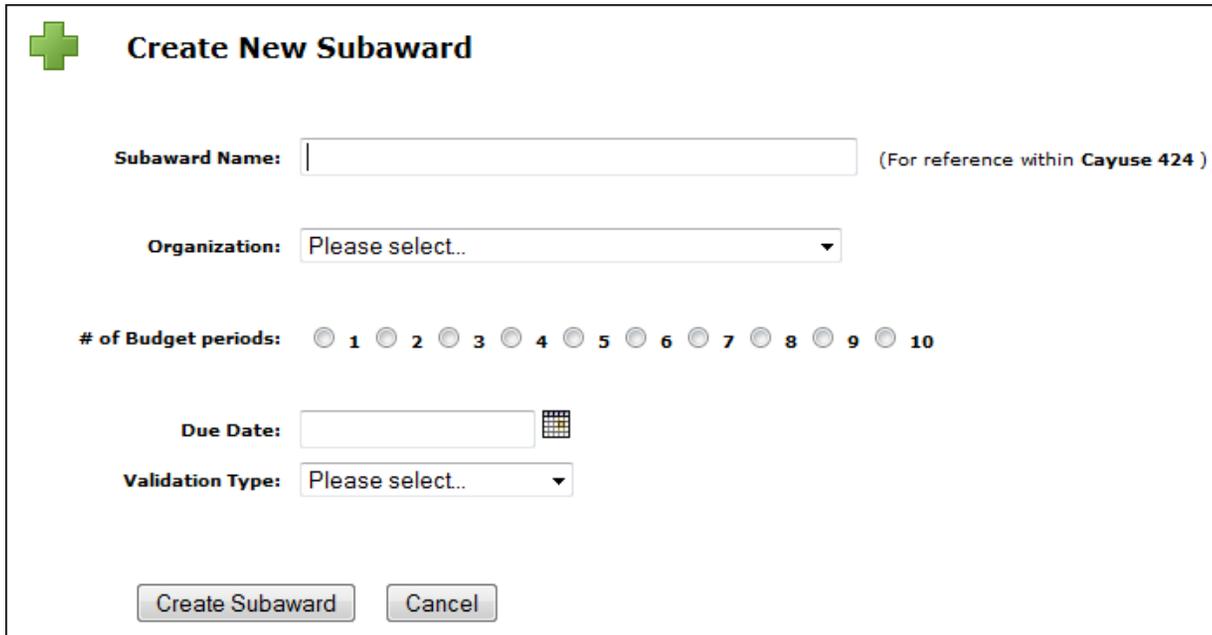
- Create a subaward
- Link a subaward to a prime proposal
- Import a subaward
- Export a subaward

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.

Creating a Subaward

1. Navigate to the Proposals tab and click 
2. Select either **“Research”** or **“Training” Subaward Proposal**, and click **Create**.
3. In the Create New Subaward dialog, enter a **Subaward Name**.



 **Create New Subaward**

Subaward Name: (For reference within Cayuse 424)

Organization:

of Budget periods: 1 2 3 4 5 6 7 8 9 10

Due Date: 

Validation Type:

Creating a Subaward

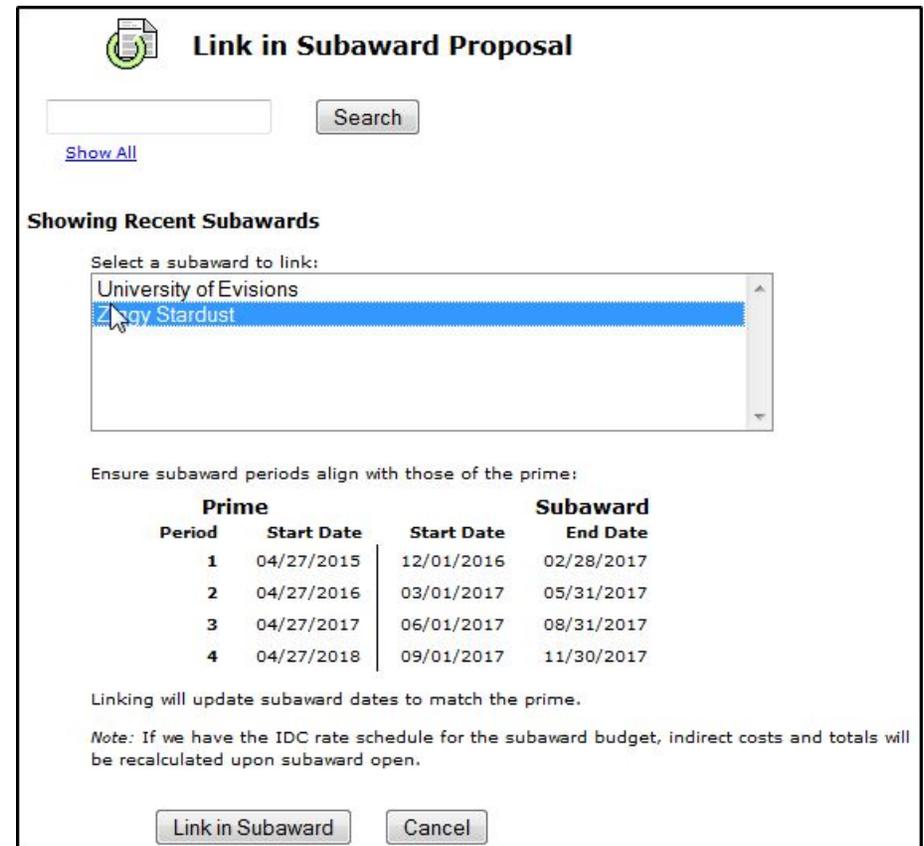
4. Select an **Organization**.
 - If your subaward organization is not available, you can skip this for now.
5. Select the **# of Budget Periods**.
6. Select a **Validation Type** (e.g., NIH).
7. Click **Create Subaward**.

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.

Linking to an Existing Subaward

1. Open the prime proposal you want to link the subaward to.
2. Navigate to the **Subaward Budget Attachment** form.
3. Click 
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**.



Link in Subaward Proposal

Search

[Show All](#)

Showing Recent Subawards

Select a subaward to link:

- University of Evisions
- Zogy Stardust

Ensure subaward periods align with those of the prime:

Prime		Subaward	
Period	Start Date	Start Date	End Date
1	04/27/2015	12/01/2016	02/28/2017
2	04/27/2016	03/01/2017	05/31/2017
3	04/27/2017	06/01/2017	08/31/2017
4	04/27/2018	09/01/2017	11/30/2017

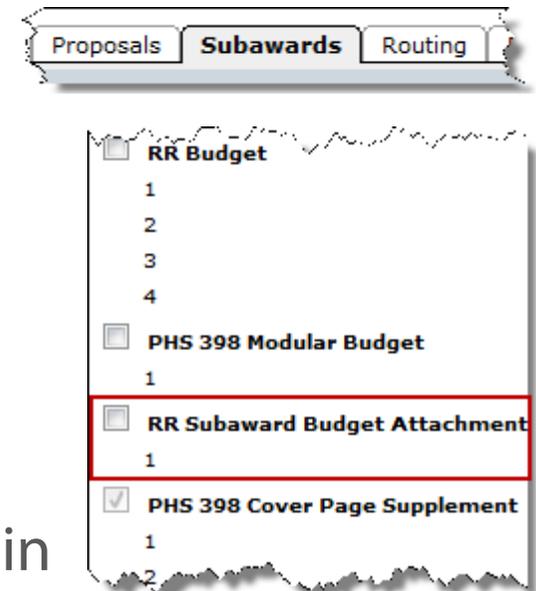
Linking will update subaward dates to match the prime.

Note: If we have the IDC rate schedule for the subaward budget, indirect costs and totals will be recalculated upon subaward open.

Link in Subaward Cancel

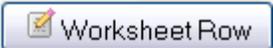
Linking to an Existing Subaward

- 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.



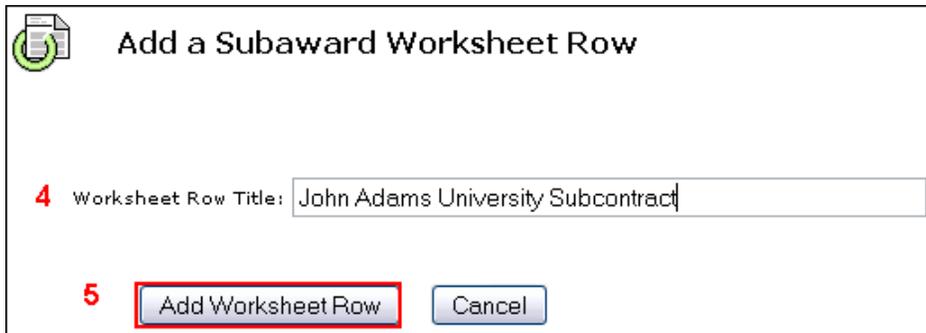
Period	In-active	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs	Allocated to IDC base
+ AdobeSubawardDemo Denver		Error(24) / Warning(9)  			
Total		157,186	13,769	170,955	25,000
+ All Subawards					
Total		157,186	13,769	170,955	25,000

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  Worksheet Row

Creating a Worksheet Row

4. Enter the **Worksheet Row Title**.
5. Click **Add Worksheet Row**.



 Add a Subaward Worksheet Row

4 Worksheet Row Title:

5

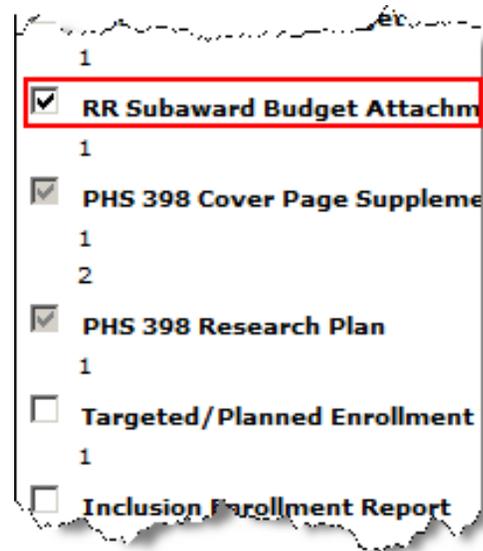
Create an Unlinked Worksheet Row

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.

Period	In- ⁶ active	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs ⁷	Allocated to IDC base
John Adams University Subcontract					
1	<input type="checkbox"/>	10,386	5,268	15,654	15,654
2	<input type="checkbox"/>	11,556	5,892	17,448	9,346
3	<input type="checkbox"/>	12,786	6,214	19,000	0
4	<input type="checkbox"/>	11,500	5,800	17,300	0
5	<input type="checkbox"/>	9,673	4,966	14,639	0
Total		55,901	28,140	84,041	25,000

Include Subawards for Submission

As with other forms, you include subawards by clicking the check box adjacent to the Subaward Budget Attachment form in the left sidebar.



Importing a Subaward

- 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.

Importing to 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**.



A screenshot of the 'Import Proposal' dialog box. It contains the following elements:

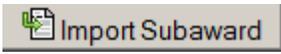
- A text input field labeled 'Enter name for imported proposal:' with the number '2' next to it.
- A label 'Enter file to import:' followed by a 'Browse...' button (highlighted with a red box and the number '3') and the text 'No file selected.'
- An 'Import' button (highlighted with a red box and the number '4') and a 'Cancel' button.

5. The imported subaward will appear in the Proposals List.

Proposal	Title	PI	Modifi	Type	Deadline	
R Imported Sub	Miniature r	Moore, Tirin	04-27-	Research Subaward (imported)	02-05-2015	 
R Heldens, John 4/24/15		Heldens, John	04-27-	Effects of Adolescent Binge Dri	04-30-2015	 
R University of Evisions		[Unassigned]	04-27-	Research Subaward	10-29-2014	 

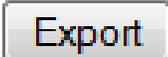
Importing to a Prime Proposal

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 .
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.

NIH Requirements for Subawards

- 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.

Conclusion

In this module you learned how to:

- Create a subaward
- Link a subaward to a prime proposal
- Import a subaward
- Export a subaward