REQUESTING A NEW OUTGOING SUBAWARD

This job aid offers steps through how to complete a change request in InfoEd for issuing a new outgoing subaward. To begin a new request, navigate to the Change Request module in InfoEd and select “Subcontract - Request to Issue New Subaward.”

Industry Clinical Trials require different information than other sponsored research. That information is laid out below.

Note: A security form may be needed if the Change Requests option is not available in the InfoEd Home menu.

Tip: Click Save at any time to save your work and return to it later.

Link the Change Request to a sponsored project by clicking Add New in the linked proposal menu.

The relevant questions will appear below after a proposal is linked to the change request.

Fund-Department-Project-Activity.

Click on the icon to bring up the menu to search for subrecipients.

If the Subrecipient does not appear in the drop-down menu, click the link to Request new Subrecipient.
If the subaward was not included in the original proposal budget, additional approval information is required.

FOR INDUSTRY CLINICAL TRIALS

Include the Statement of Work and Upload the budget and justification.

OTHER SPONSORED RESEARCH

Include the Statement of Work and Upload the budget and justification.

If No, a prompt will appear to upload additional information.

It is a best practice to provide the Checklist to Determine Subrecipient vs. Contractor to ensure that the appropriate agreement is used.

If applicable, documentation verifying the sponsor has approved the subaward is required. OSR will request approval from the sponsor as needed.
If a budget change results in a change of scope, agency approval may be required.

Follow the link to reference the Rebudget Calculator (for Subcontracts) on the OSR Tools and Forms page if assistance is needed.

Indicate if sufficient funds have been allocated to the subcontract budget.

If No, add the additional budget entries to the table that appears below. Click Add New to create a new line. The grand total should equal zero.

If Yes, upload verification documentation.

The Statement of Work, Budget and Justification must be uploaded in one document.

If human subjects are involved, the Assurance Number or an upload of the IRB Approval is needed.

If opting to provide the Assurance Number, a prompt will appear to provide the subawardee FWA. To search for the subrecipient’s FWA, click on the NIH Search link.
Complete the animal assurances if animal work is being done at the subcontract site.

If following NU COI, upload eDisclosures. Otherwise upload NU COI determination.

Consult with the PI or study coordinator to determine the description of permitted use.

Indicate if the human subjects data is completely de-identified. If No, additional information is required.

If PI I or PHI is included, additional prompts for more information will appear.

Upon selecting Yes to pre-existing proprietary or confidential data or materials, the data/materials terms will be incorporated into the subcontract agreement.