Subcontracts Training Webinar

March 31, 2021
Agenda

• InfoEd Subaward Changes (April 6!)
• Subcontracts Key Issues & FAQs
  – Process alignment
  – Subrecipient monitoring
  – Human subjects data
  – Research compliance
InfoEd Subaward Changes
What’s the Subaward Module for?

• This module is specifically for **outgoing** funding to other organizations
• Incoming subawards are handled like other direct incoming funding
• Requests for **new subaward entities** will still be submitted through the CR module
  – If your subaward entity isn’t in InfoEd yet, you will need to submit the entity request prior to submitting the new subaward request
Where is the Subaward Module?
What should you choose?

- New vs Amendment
Subaward Request

Create Subaward

Method:
- [ ] Link to existing Proposal
- [ ] Select existing Subaward
- [ ] Add New

Select proposal to associate Subaward to or enter the Proposal Number.

<table>
<thead>
<tr>
<th>INST/CONTRACTOR NAME</th>
<th>SUBAWARD PI</th>
<th>SUBAWARD NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lehigh University</td>
<td>Scheinberg, Katya</td>
<td>SUB00000005</td>
</tr>
<tr>
<td>Massachusetts Institute of Technology</td>
<td>Chen, Chin-Tu</td>
<td>SUB00000006</td>
</tr>
</tbody>
</table>

CREATE

- [ ] New Subcontract
- [ ] Subcontract Amendment

Create Subaward
Subaward Request: Add New

Select existing Subaward  Add New

Select Subrecipient

Begin typing to select a Subaward Institution name

Select PI

Begin typing to select a subaward PI

Title

Select Budget Period or Increment to Associate Subaward to.

Requested Budget

<table>
<thead>
<tr>
<th>ADD TO:</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period * per (1)</td>
<td>9/1/2020 - 8/31/2021</td>
</tr>
</tbody>
</table>

Awarded Budget

<table>
<thead>
<tr>
<th>ADD TO:</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New per (1)</td>
<td>9/1/2020 - 8/31/2021</td>
</tr>
<tr>
<td>Noncompeting Continuation per (2)</td>
<td>9/1/2021 - 8/31/2022</td>
</tr>
<tr>
<td>Noncompeting Continuation per (3)</td>
<td>9/1/2022 - 8/31/2023</td>
</tr>
</tbody>
</table>
New Subaward Title

Subaward Title (usually matches the title of the grant, but there might be cases where it is different, such as if it's a pilot project):

SubAward for Institution # SPO057108
PT Award Pages

Awards (3)
- Submissions (1)
- Admin Staff (1)
- Agreements (1)
- Awards (3)
- Personnel (4)
- Period 1
- SubAwards (2)
- Lehigh University
- Massachusetts Institute of Technology
- F&A

Legend:
1. Prime
2. SubAward - SUB0000005 (Katya Scheinberg)
3. SubAward - SUB0000006 (Chin-Tu Chen)

SubAwards [Hide]

<table>
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<td>Massachusetts Institute of Technology</td>
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</table>

- Recipient Profile
- Subrecipient
- Full SubAward
- Under Internal Review (SUB0000006)
- Budget
PT Linkages Area

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>PI</th>
<th>Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB0000005</td>
<td>SubAward for Institution # SP0057108</td>
<td>Scheinberg, Katya</td>
<td><img src="warning.png" alt="In Development" /></td>
<td>Detail</td>
</tr>
<tr>
<td>SUB0000006</td>
<td>title?</td>
<td>Chen, Chin-Tu</td>
<td><img src="phantom.png" alt="Under Internal Review" /></td>
<td>Detail</td>
</tr>
</tbody>
</table>
Security Access

• If you currently have security to Proposals or CRs, your security will be copied into Subawards
Requests In Progress

• Previous CR submissions will be completed
  – No need to route a new subaward request form

• No new CRs for subawards can be created (as of April 5 end of day)

• Old CRs will be located in the same place they are now and editable if necessary
General Help Resources

• Job aids
  – New for the sub module
  – Step through new entry forms and include help text and background info on questions
  – Downloadable PDF

• FAQs
  – Address questions not covered on job aids

• Available at:
  https://osr.northwestern.edu/jobaids/
Need System Help?

• [https://osr.northwestern.edu/helpcentral/](https://osr.northwestern.edu/helpcentral/) for all help needs

• If emailing: [osr-info@northwestern.edu](mailto:osr-info@northwestern.edu)
Questions?
Key Issues & FAQs
Process Alignment

• Subcontracts process aligned across all outgoing subs, including industry sponsored Clinical Trial (CT) subs

• Questions in the InfoEd subcontracts module request form reflect the alignment

• Questions have been updated to increase clarity and understanding for users/requestors
Subrecipient Monitoring

- Progress and technical reporting

- Burn rate
  - ASRSP and department concurrence on sub site spending rate
  - Plan to accelerate the work
  - Consideration of authorizing No Cost Extension

- Carry forward restricted
  - Documentation of sponsor approval
  - ASRSP and department concurrence with sub site unobligated balance
Research Compliance

The following should be in place prior to routing subcontract request, and must be in place prior to subcontract issuance:

• FCOI: When prime sponsor is NSF or PHS agency, special attention must be given when engaging sub sites that will follow NU COI

• IRB: when human subjects research contemplated at sub site, ensure sub site FWA is active; be mindful of the exceptions list and special handling for the following: (DoD prime sponsoring agency, foreign sub site, reliance (IAA or sIRB)

• IACUC: Ensure NU’s ACUC has conducted review of animal subjects project contemplated at sub site and have secured NU acknowledgement and MOU
Human Subjects Data

• Engage Northwestern’s PI to determine the applicability, direction of the exchange of data, category of data, and description of data

• Utilize the questions in the subcontract request to assist as you engage the PI for guidance in this area
Resources

• **Sponsored Research: Subcontracts**
  – [Tyra Darville-Layne](mailto:Tyra.Darville-Layne@northwestern.edu)
    Associate Director for Subcontracts Management
  – [Find my GO/CO](mailto:Find.my.GO.CO@northwestern.edu)
  – [OSR-subk@northwestern.edu](mailto:OSR-subk@northwestern.edu)
    *(For urgent matters related to outgoing subcontracts when your constituent subcontracts grants officer is out of the office)*

• **COI: Resources for Administrators**

• **IRB: Reliance**

• **IACUC: Collaborations**
Questions
Thank you for joining us!