REQUESTING A NEW OUTGOING SUBAWARD

This job aid walks through the steps in the Subaward module in InfoEd to request issuance of a new outgoing subcontract. To begin, login to InfoEd with your Northwestern NetID and Password.

After logging into InfoEd click **Subawards** from the menu on the left.

Link the sub award to an existing proposal by entering the SP Number and click **Select**. Choose the SP# for the awarded proposal associated with the project number/chart string. Do not choose a related but separate SP# (e.g. the SP# for the RPPR).

If the Subaward DOES NOT already exist in the system select **Add New**.

Enter the **Title** that matches the Notice of Award (NOA).

Select which **Budget Period or Increment** to associate with the subaward. Most likely you will select the current budget period.

Complete the **Subrecipient Institution** and PI fields. If the subrecipient is not listed in the dropdown, submit a Change Request for a new subcontractor. At this point, you will need to suspend your work because the new entity needs to be added to InfoEd before you can initiate the request for a new Subaward. DO NOT choose another/placeholder entity because it cannot be changed later.

Lastly, click **Create Subaward**.

**Note:** It is possible that a Subaward for a given subcontractor already exists and will be on record in InfoEd. If so, it will be listed and can be selected using the checkbox.
Tip: Click Save at any time to save your work and return to it later. For example, if you don’t have all of the required information when you initiate the request, save your progress; collect the additional info; then return to finish and submit the request.

Information about the linked proposal will appear under the SP Number.

Required fields are indicated with an asterisk. Make sure to provide complete and accurate information. Do not insert partial or placeholder info to complete the field. For example, the Subcontract Title should be the full title of the grant or pilot project.

Click the link to access the Subcontracts page on the Sponsored Research website for more information if assistance is needed.

Complete the contact information fields.

If the subaward wasn’t included in the original budget, the subrecipient vs. contract checklist is required.

The Approval section is only required if the subaward wasn’t included in the original budget.
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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 SR Tools and Forms page if assistance is needed.

The grand total should always equal zero. Any line item(s) being decreased should have a positive balance (in NU Financials) that is sufficient to cover the changes(s) outlined in the rebudget.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Increase Amount</th>
<th>Decrease Amount</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

Note: The grand total should always equal zero. Any line item(s) being decreased should have a positive balance (in NU Financials) that is sufficient to cover the changes(s) outlined in the rebudget.

Indicate if sufficient funds have been allocated to the subcontract budget category(ies.) If Yes, upload verification documentation. If No, add the additional budget entries to the table that appears below.

Click Add New to create a new line.

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

Complete the animal assurances if animal work is being done at the subcontract site.

If human subject research is involved, additional information is needed.

Drug Studies have their own specific set of questions that appear as applicable.

Check Yes if the Subrecipient is conducting a clinical trial at their site. Click No if the clinical trial is only being conducted at Northwestern and not at sub site. Additional questions will appear as applicable.

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Human subject research requires either the **Assurance Number** or **IRB Approval** to be provided.

For additional guidance, click the link for the **IRB website**.

Additional questions will appear if data is being transferred under the subcontract.

**Nature of Data Set:**
Make sure your selection is accurate - particularly if you choose more than one option - and aligns with what is detailed in the text boxes (above). Check with the PI if you are unsure.

If needed, you can conduct a basic search for the FWA through the OHRP database by clicking the link.

**Nature of Data Set:**
Describe all human subjects data in the open text boxes.

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

You can search for the subrecipient on the FDP website by clicking the link.
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Provide any additional information that will be helpful in the review of this request. If applicable, detail any special circumstances.

Once you have completed the form, click the Submit button at the top of the screen.

**ONCE YOU HIT SUBMIT**

An additional step appears that allows you to review the approval path and add an individual, if needed.

1. **Optional:** Click Add New Person to Review Path or the blue arrow to add an additional person to the approval route.

2. Click Intra-Institutional List to enable the predictive text in Step #3. [Note: Do not use the External Entities list as we do not use that route option.]

3. Start typing the person’s name and a list of possible options will appear. Select their name from the list.

4. Select if their approval is required or if they’re included for informational purposes only.

5. Click Add once complete.

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