GETTING STARTED: SUBAWARD REQUESTS IN INFOED

This job aid is designed to help Research Administrators as they complete the ‘New Subcontract’ module in InfoEd. See the job aids Requesting a New Outgoing Subaward and Requesting a Subcontract Amendment for additional functional guidance.

GETTING STARTED CHECKLIST
Have the following documents on hand to help guide you through the ‘New Subcontract’ and ‘Subcontract Amendment’ modules in InfoEd.

1. Budget
2. Budget Justification
3. Statement of Work
4. IRB and/or IACUC Approval (if applicable)
5. CV’s and Biosketches (if applicable)
6. Any additional assisting documentation (if applicable)

HOW TO SEARCH FOR SUBPROJECT NUMBERS
Separate projects in NUFinancials have separate subproject entries in InfoEd. It’s important to know EXACTLY which project the subaward is on when you have multiple projects on an award. To locate subprojects on an award, start by logging into InfoEd with your Northwestern NetID and password.

1. Once in the PT record, click on Awards located in the navigation menu on the left side of the screen.
2. Scroll down to the bottom of the Awards menu to locate the Subprojects associated with the SP number.
3. Hover over the blue hyperlink number to see the title of the subproject. Click on the detail button or hyperlink number to review the data in the subproject, such as verifying that the subaward exists there.
4. When you create the request for the subaward, enter the PROJ subproject number and not the parent SP number.

Enter the SP Number into the Quick Find search located in the top left corner of the screen.

Click on the SP Number to bring up the navigation menu. Then hover the mouse over Proposal Tracking and finally click View.