This job aid walks through the steps to request issuance of a subcontract amendment in the subcontract module in InfoEd. To begin, log into InfoEd with your Northwestern NetID and password.

1. Click **Subawards** from the menu on the left.
2. Then, click **Subcontract Amendment**.

If there are multiple chartstrings for an award, the InfoEd record will have multiple subprojects. You need to know which subproject the subaward is budgeted on in InfoEd because it may not be attached to the main parent project. It is important to determine which project the subaward is budgeted on ahead of time or **the Subcontract request will need to be redone in InfoEd**. Reference the [Getting Started Checklist](osr.northwestern.edu/jobaids) for guidance on how to locate the correct subproject number.

3. Link the sub award to an existing proposal by entering the **SP Number** and click **Select**.
4. Select the applicable subaward to amend.

**Note:** For a Subaward Amendment you should always select an option from the pre-populated list of existing subawards. If you do not see the subaward you need, contact the Sponsored Research Business Systems and Operations Team.

Then click **Create Subaward**.
**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.

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

Additional questions appear if the **Period of Performance** and/or **Statement of Work** need modification.

**Complete the NU Financials Chartstring.**

**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.

**Contact the BSO team if the PI name does not populate or if the wrong PI is listed.**

**If the Subaward PI is changing, their biosketch and other support are required. Use the upload tools: yellow arrow for biosketch and Add New button for other support and choose the files from your computer to upload.**

Learn more: osr.northwestern.edu/jobaids
Indicate if there is an increase or decrease in the funding amount. Additional prompts will appear in both cases.

Follow the link to reference the Re-budget Calculator (for Subcontracts) on the SR Tools and Forms page if assistance is needed.

Increase Only: If sufficient funds are allocated (Yes) to the budget in NU Financials, provide a verification document (e.g. department tracking sheet.) If no, provide the budget revisions in the table. Click Add New to create a new field.

If you choose to release all or specific amount of carry-forward, additional questions appear.

Note: This screenshot includes the questions for a specific amount of carryforward.

Enter the budget period dates for which the carry forward is authorized.

Note: If the chart-string is in deficit at the time you submit a request for a subcontract amendment, provide an explanation in the Additional Information box at the bottom of the form.
Click the link for additional IACUC guidance if needed.

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

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

Describe all human subjects data in the open text boxes.

Complete the animal assurance if applicable.

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

For additional guidance on human subject research, click the link for the IRB website.

Additional questions will appear if human subject data is being exchanged that was not previously addressed on the agreement under the subcontract.

Make sure your selection is accurate and aligns with what is detailed in the text boxes above. Check with the PI if unsure. If PII or PHI is included, additional prompts for more information will appear.
Select the additional terms from the drop down and provide a brief description of the terms under additional information.

Provide any additional information that would 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.

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

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

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

Review the approval path. If everything is correct, click Submit. If you need to add a person, follow the steps below before clicking submit.

1 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.]

2 Click Add once complete.