Welcome to Subawards
In a pro-active response to changes in proposal submission procedures coming from Grants.gov the Research Office is offering an exciting new tool to expedite, organize and streamline proposal development and submission to Grants.gov.
Creating Subaward Budgets

- Cayuse424 allows you to create subaward budgets by:
  - Creating an unlinked worksheet row
  - Importing a subaward proposal
  - Subawards.com
  - Creating a subaward in your prime proposal
  - Exporting subaward

- Once subaward budget figures are linked, imported or created, they will automatically be displayed on the Cumulative Budget page.
Create an Unlinked Worksheet Row

- Create and manually enter budget information for a subaward proposal. This is used for submitting a Modular Budget
  1. Open prime proposal
  2. Navigate to **Subaward Budget** Page
  3. Click **Worksheet Row**
Create an Unlinked Worksheet Row

4. Enter **Worksheet Row Title**
5. Click **Add Worksheet Row**
Create an Unlinked Worksheet Row

6. Enter **Subaward Direct Costs** and **Indirect Costs** for all budget periods.

7. Cayuse424 auto-calculates **Allocated to IDC Base**
   - These costs will be auto-populated to the Modular Budgets

<table>
<thead>
<tr>
<th></th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>All Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>John Adams University Subcontract</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subaward Direct Costs</td>
<td>10,386</td>
<td>11,556</td>
<td>12,786</td>
<td>11,500</td>
<td>9,673</td>
<td>55,901</td>
</tr>
<tr>
<td>Subaward Indirect Costs</td>
<td>5,258</td>
<td>5,892</td>
<td>6,214</td>
<td>5,800</td>
<td>4,966</td>
<td>28,140</td>
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<tr>
<td>Subaward Costs</td>
<td>15,554</td>
<td>17,448</td>
<td>19,000</td>
<td>17,300</td>
<td>14,639</td>
<td>84,041</td>
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<tr>
<td>Allocated to IDC base</td>
<td>15,554</td>
<td>9,346</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25,000</td>
</tr>
</tbody>
</table>
• Live Demonstration
Import a Subaward Proposal

• In order to import a subaward proposal, your subcontractor must create the subaward proposal using **Cayuse424** or **Subawards.com** and send the exportable file to you via email.

• You can choose to import the subaward proposal to either the **Proposals** tab or directly into the prime proposal.
Importing to the Proposal Tab

1. Navigate to the **Proposals** tab and click
2. Enter internal subaward proposal name
3. Browse to location of exported subaward proposal
4. Click **Import Subaward**
5. The imported subaward proposal will now appear in your list of proposals in the **Proposals** tab.

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Title</th>
<th>PI</th>
<th>Modified</th>
<th>Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>C424 Created Subaward Proposal</td>
<td>Cullina, Matthew</td>
<td>2008-08-25</td>
<td>Subaward</td>
<td></td>
<td></td>
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<tr>
<td>Heldens, John 2/5/09</td>
<td>Heldens, John</td>
<td>2008-08-25</td>
<td>Research R01</td>
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<td>John Adams University Sub</td>
<td>Adams, John</td>
<td>2008-08-25</td>
<td>Subaward</td>
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<td></td>
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<tr>
<td>U of D Subcontract</td>
<td>Cullina, Matthew</td>
<td>2008-01-15</td>
<td>Subaward</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• LIVE DEMONSTRATION
Importing into the Prime Proposal

1. Open the Prime proposal
2. Navigate to the **Subaward Budget** page
3. Click
4. Enter **name for imported subaward**
5. Browse to location of exported subaward proposal
6. Click **Import Subaward**
   - **Importing Key Persons & Performance Sites** confirmation box will appear
   - Subaward costs will be auto-populated to the Detailed and Modular Budgets
• Subawards.com is a hosted service of Cayuse, Inc., maker of Cayuse424.
• This is a free service that simplifies collaboration between research institutions preparing federal grant proposals together
• Create subcontractor proposals for federal grant opportunities.
• Quickly enter, calculate, and escalate budgets, apply fringe rates, and more.
• Send your subaward directly to the owner of the prime proposal if they are a Cayuse424 customer, where it's seamlessly integrated into the main proposal.
• Create a PDF version of your subaward for internal proofing, routing and approval.
• Store your subawards and professional information for future use.
## Tabbed Navigation (6 total)

<table>
<thead>
<tr>
<th>Overview tab</th>
<th>Subawards tab</th>
<th>People tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Subawards</td>
<td>• Create new</td>
<td>• Professional Profiles you can create and edit</td>
</tr>
<tr>
<td>• People</td>
<td>subaward proposal</td>
<td></td>
</tr>
<tr>
<td>• Institutions</td>
<td>• Edit existing subaward proposal</td>
<td></td>
</tr>
<tr>
<td>• Preferences</td>
<td>• View/sort subaward proposals</td>
<td></td>
</tr>
<tr>
<td>• Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Tabbed Navigation

<table>
<thead>
<tr>
<th>Preferences tab</th>
<th>Institutions tab</th>
<th>Resources Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Change password/email address</td>
<td>- View/update institutional information</td>
<td>- View lastest Subawards.com documentation and training material</td>
</tr>
<tr>
<td>- Link user account to a professional profile</td>
<td>- Manage fringe rates/benefits</td>
<td>- Sign up for Subawards.com Listserv</td>
</tr>
<tr>
<td>- Edit save preferences</td>
<td>- Manage F&amp;A cost types/rates</td>
<td></td>
</tr>
</tbody>
</table>
• LIVE DEMONSTRATION
Creating Subaward in Prime

• Open the Prime proposal
• Navigate to the Subaward Budget page
• Check off Subaward page
• Click Subaward
• Enter name for subaward
• Select Organization – organization has to be in UD institution profiles
• Creates hyperlink on Budget Attachment Form
• Click on hyperlink to complete budget for Subaward
• Go to Proposals tab and hit refresh icon 🔄
• Subaward information will be added to Prime Proposal budget
• LIVE DEMONSTRATION
Exporting a Subaward Proposal

1. After creating your Subaward Proposal, click 📄 to export file
2. Enter a **name for the exported file**
3. Click Export Subaward
4. Save exported subaward proposal to desktop, folder or shared drive
5. Attach exported file to an email and send to collaborator
Exporting Tips

• Internal documentation (e.g. signed Face Pages, Letters of Support, Letters of Collaboration, etc) can be added to the Documents page under Proposal Summary. These will be exported with the subaward proposal.

• Running the validation Check is recommended prior to exporting.