

## Including Subawards in Proposals

Subawards are included in proposals when a collaborator will be performing part of the proposed research through intellectual input and authoring or co-authoring papers describing research results.

This user guide provides supplemental information needed for proposals that include subawards. See [Creating a Detailed Budget](#) or [Creating a Simplified Budget](#) user guides for instructions on building your budget. See [Creating a Manual Proposal](#) or [Creating a Grants.gov Proposal](#) user guides for complete instructions.

### LSU Questionnaire

- If subawards will be proposed, answer “yes” on #20 of the LSU Questionnaire.

**\* 20) Does your proposal include subawards?**

Yes  No

### Budget – Adding a Subaward

- To add a Subaward to a budget, click Show next to SubAwards on the Budget tab to expand this section.

Non-Personnel [hide]		PERIOD 1	DIRECT COSTS
No records to display.			
Subtotal Non-Personnel:		\$ 0	\$ 0

SubAwards **show** ←

- GeauxGrants requires you to list the Subaward Institution Name and Subaward PI Name in the budget. Both fields are progressive text. Enter both and click Add Subaward

SubAwards [hide]		PERIOD 1	PERIOD 2	DIRECT COSTS
No records to display.				
Subtotal SubAwards:		\$ 0	\$ 0	\$ 0



**If Subaward Institution is not in GeauxGrants, complete the Request to Add Subrecipient form at [https://lsu.edu/geauxgrants/sponsored\\_projects/request\\_new\\_subrecipient.php](https://lsu.edu/geauxgrants/sponsored_projects/request_new_subrecipient.php).**

- If Subaward PI is not in GeauxGrants, enter Subaward Institution and click Add New Profile to enter the Subaward PI's information.

SubAwards [hide]		PERIOD 1	PERIOD 2	DIRECT COSTS
No records to display.				
Subtotal SubAwards:		\$ 0	\$ 0	\$ 0

- At minimum you need to enter the Subaward PI's First and Last Name and Department. For Grants.gov applications that require the Senior/Key Person Profile, you will be prompted on the Personnel tab to enter more information. Click Save.
- Click Add Subaward on Budget tab.

**New Profile** Save Close

Salutation First Middle Last Suffix  
 Bob  Nichols

Title

Address

City State Zip County

Country

Phone Fax Email

Department - Or Add New -  
 Department of Biology

- Once you add the Subaward PI to GeauxGrants, he/she will appear for future proposals.

### Budgeting for Subawards in Manual Proposals

- When you click Add Subaward, the subaward budget pops-up.
- Enter the Subaward's Direct & F&A amounts per year and click Save and Close.

Nicholls State University

Costs by "Budget Period"

Budget Category: Subawards/Subcontracts

PERIOD	START DATE	END DATE	DIRECTS	F&A	TOTAL	
1	01-Jan-2020	31-Dec-2020	0	0	0	Remove
2	01-Jan-2021	31-Dec-2021	0	0	0	Remove
			\$ 0	\$ 0	\$ 0	

Save and Close Save Close

- You will notice the SubAwards (1) tab to the left. Click this and then the SubAward Number link to edit the subaward budget, if needed.

## Budgeting for Subawards in Grants.gov when R&R Subaward Budget required

- When you click Add Subaward, you will notice the SubAwards (1) tab to the left. Click this and then the SubAward Number link to edit the subaward budget. The subaward budget includes a watermark.
- Click Import/Export.

This is test NIH proposal for Department Admin training.  
Dr. Mike The Tiger Jr. (National Institutes of Health)

Project Period: 01-Jan-2020 to 31-Dec-2023

Source View: Sponsor

Proposal Structure

Import/Export

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]		Cost Sharing [show]		Project [hide]	
		START	END			TOTAL	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	01-Jan-2020	31-Dec-2020	New*	Proposed						
2	2	01-Jan-2021	31-Dec-2021	New*	Proposed						
3	3	01-Jan-2022	31-Dec-2022	New*	Proposed						
4	4	01-Jan-2023	31-Dec-2023	New*	Proposed						
Total:						\$0	\$0	\$0	\$0	\$0	\$0

Subproject Summary [Show]

- When a R&R Subaward Budget, click Extract a Blank Adobe Form to send the applicable Grants.gov package budget to your subrecipient to complete. Click Extract.

Import/Export

[Export Budget to Excel®](#)

[Import Budget From Adobe® Forms](#)

[Export Budget to Adobe® Forms](#)

[Extract a Blank Adobe® Form](#)

Extract for Grants.gov Opportunity #: PA-HO-R01

Search

Extract

Extract as: RR\_Budget\_3\_0-V3.0

This Document will require Adobe Reader 8 or Higher. Please make sure you have Adobe Reader Installed or your Viewing environment is configured to use Adobe Reader.

For further support, go to [www.adobe.com/support/products/acrreader.html](http://www.adobe.com/support/products/acrreader.html)

- When the subrecipient returns the completed PDF form, go back to the Subaward tab on your budget and click Import/Export again.
- Click Import Budget from Adobe Forms, click Browse to select completed file and then Upload. This will automatically populate the Subaward budget.

Import/Export

[Export Budget to Excel®](#)

[Import Budget From Adobe® Forms](#)

[Export Budget to Adobe® Forms](#)

[Extract a Blank Adobe® Form](#)

Choose File No file chosen

Upload

- If a Subaward Mapping pop-up box appears, you will need to copy budget for each Requested Period to the corresponding requested budget period (i.e. copy budget 1 to requested period 1, etc.). Then you will need to map the remaining items such as Personnel or Direct Cost by choosing the correct item from the dropdown list. See example below.

Subaward Mapping

Import/Export Process Close

[Export Budget to Excel®](#)  
[Import Budget From Adobe® Forms](#)  
[Export Budget to Adobe® Forms](#)  
[Extract a Blank Adobe® Form](#)

		Requested Periods	
		1	2
University of Illinois at Urbana-Champaign (UIUC)			
Copy Budget		1 ▾	2 ▾

**Personnel Mapping**

Name (First Person in the list below will replace subaward PI selected during subaward setup)      Department (optional)

Wang, Xing	Wang, Xing ▾	University of Illinois at Urbana-Champaign (UIUC) ▾	
Cunningham, Brian	Cunningham, Brian ▾	University of Illinois at Urbana-Champaign (UIUC) ▾	
Post Doctoral Associates	TBD, Post Doctoral Associates ▾	University of Illinois at Urbana-Champaign (UIUC) ▾	
Graduate Students	TBD, Graduate Students ▾	University of Illinois at Urbana-Champaign (UIUC) ▾	

**Period 1**

Direct Cost	Sponsor Budget Category
Conference Registration Fees	Other Direct Costs ▾
Shipping of Devices/Samples	Other Direct Costs ▾
Tuition Remission	Tuition Remission ▾

**Period 2**

Direct Cost	Sponsor Budget Category
Shipping of Devices/Samples	Other Direct Costs ▾
Tuition Remission	Tuition Remission ▾
conference Registration Fees	Other Direct Costs ▾

### Budgeting for Subawards in Grants.gov when no Subaward Detail is required

- When you click Add Subaward, you will notice the SubAwards (1) tab to the left. Click this and then the SubAward Number link to edit the subaward budget. The subaward budget includes a watermark.
- Under Non-Personnel, click Detail next to Other Direct Costs.

Non-Personnel [hide]

CATEGORY
<span style="border: 2px solid orange; padding: 2px;">Detail</span> Other Direct Costs

- Enter yearly Direct Costs Total for Subaward in the Total Column. Click Save and Close.

**Non-Personnel Costs**

Detail Justifications Cost Sharing Show Calculations Save and Close Save Close

Costs by "Budget Period" Annual Inflation Manual Entry Description Other Direct Costs

PERIOD	START DATE	END DATE	TOTAL
1	01-Jan-2020	31-Dec-2020	30,000
Total			\$ 0

- Under F&A Breakdown, enter Amount for each year. Click Save on top left.

**F&A Breakdown**

PERIOD	START DATE	END DATE	INDIRECT COST TYPE	RATE	BASE	AMOUNT
1	01-Jan-2020	31-Dec-2020		0.000	0	15,000
Total						\$ 0

### Budget Justification for Subawards

- When you click Add Subaward, you will notice the SubAwards (1) tab to the left. Click this and then the SubAward Number link to edit the subaward budget.
- Under the Subrecipient Name, click the Justifications tab. Browse for the file and then click Upload.

**Budget** + **Justifications** ?

SubAwards (1) - Show

**Nicholls State University**

Period 1 +

Period 2 +

Cost Sharing

**Justifications**

F&A

**UPLOAD "BUDGET JUSTIFICATION" DOCUMENTATION**

Choose File No file chosen Upload

### Personnel – Grants.gov

- The Legend describes who is on the Prime and who is on the Subaward.

Senior/Key												
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
1	(L14) Mike the Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0			
2	Bob Nicholls SubAward PI Certifications and Training				<input type="checkbox"/>	Nicholls State University Nicholls State University	0	0	0			

Non-Key												
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
1	TBH Graduate Student Certifications and Training				<input type="checkbox"/>	Louisiana State University and A&M College Louisiana State University and A&M College	6	0	0			

Legend:

- 1 Prime
- 2 SubAward - AM200151-subk-01 (Bob Nicholls)

- The Alert column will show a yellow yield sign if information is missing. Click the sign and message will appear.
- If Investigator information needs to be updated, click on the name and enter the information in the profile for this record. Click Save and then Close after you enter the missing information.

Senior/Key											
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	
							CALENDAR	ACADEMIC	SUMMER		
1	Mike The Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University Dept 1.1	0	0	0		

Message from webpage

Missing: Credentials

OK

Contact Information for - (L14) Mike the Tiger

Salutation: [ ] First: (L14) Mike Middle: the Last: Tiger Suffix: [ ]

Title: [ ]

Address: 202 Himes Hall Degree: [ ] Degree Year: [ ]

City: Baton Rouge State: Louisiana Zip: 708030001

County: [ ] Country: U.S.A.

Phone: 2255780663 Fax: [ ] Email: itsbatesting@lsu.edu



Sponsor Credential: Other (Specify) Test

Proposal Element: Prime: AM200171 Department: LSUAM | Sch of VETM | Pathobiological Sciences Personnel Type: Key Role: PD/PI Specified Role: Grants.gov

- Check Complete when done.

### Internal Uploads & Routing

- For Subawards, add the subrecipient's Letter of Collaboration, approved budget and budget justification, and any other required documentation for OSP review.

Current Submission	
FORM/DOCUMENT NAME	EDIT
LSU Questionnaire (Read Only) (Proposal Documentation)	
Review Summary (Proposal Documentation)	
<b>Add Institution Forms/Supporting Documents</b> 