

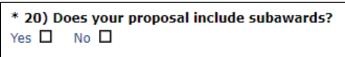
Including Subawards in Proposals

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 <u>Creating a Detailed Budget</u> or <u>Creating a Simplified Budget</u> user guides for instructions on building your budget. See <u>Creating a Manual Proposal</u> or <u>Creating a Grants.gov Proposal</u> user guides for complete instructions.

LSU Questionnaire

• If subawards will be proposed, answer "yes" on #20 of the LSU Questionnaire.



Budget – Adding a Subaward

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



• 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

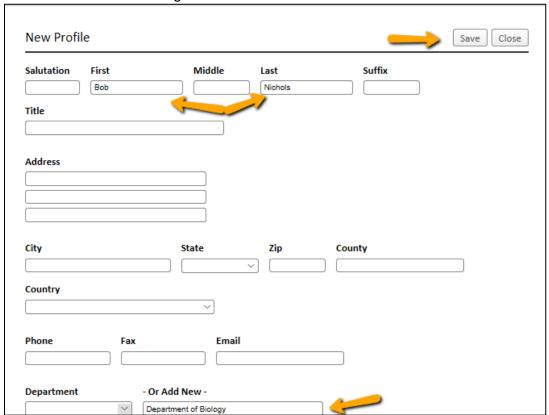


If Subaward Institution is not in GeauxGrants, complete the Request to Add Subrecipient form at https://lsu.edu/geauxgrants/sponsored_projects/request_new_subrecipient.php.

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



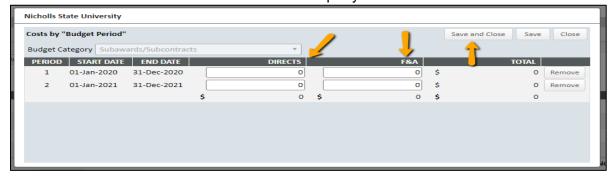
- At minimum you need to enter the Subaward PI's First and Last Name and Department.
 For Grants.gov applications that require the Senior/Key Person Profile, you will be prompted on the Personnel tab to enter more information. Click Save.
- Click Add Subaward on Budget tab.



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.



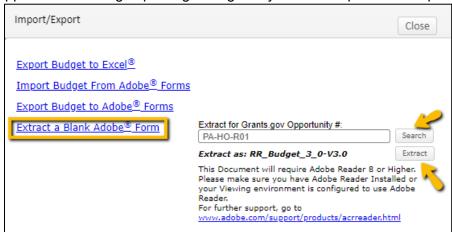
 You will notice the SubAwards (1) tab to the left. Click this and then the SubAward Number link to edit the subaward budget, if needed.

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.



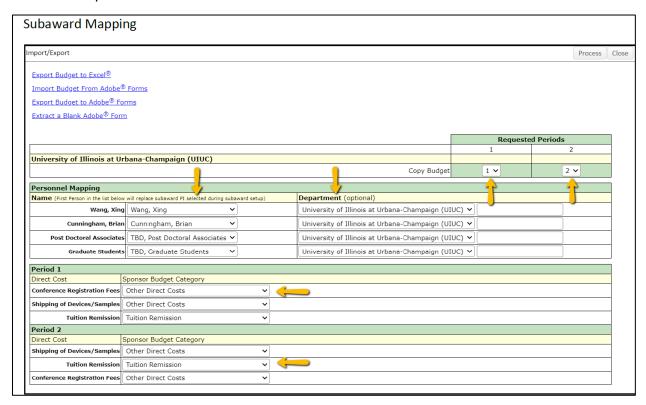
 When a R&R Subaward Budget, click Extract a Blank Adobe Form to send the applicable Grants.gov package budget to your subrecipient to complete. Click Extract.



- 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.

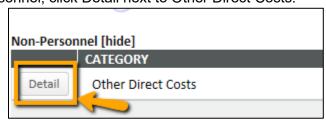


 If a Subaward Mapping pop-up box appears, you will need to copy budget for each Requested Period to the corresponding requested budget period (i.e. copy budget 1 to requested period 1, etc.). Then you will need to map the remaining items such as Personnel or Direct Cost by choosing the correct item from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

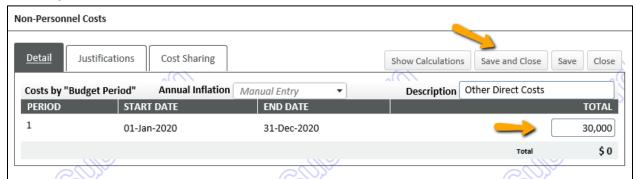


Budgeting for Subawards in Grants.gov when no Subaward Detail is required

- 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.



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

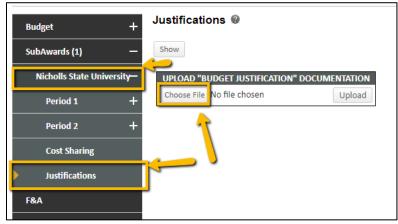


Under F&A Breakdown, enter Amount for each year. Click Save on top left.



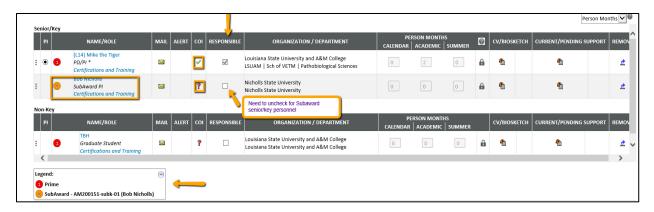
Budget Justification for Subawards

- 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.

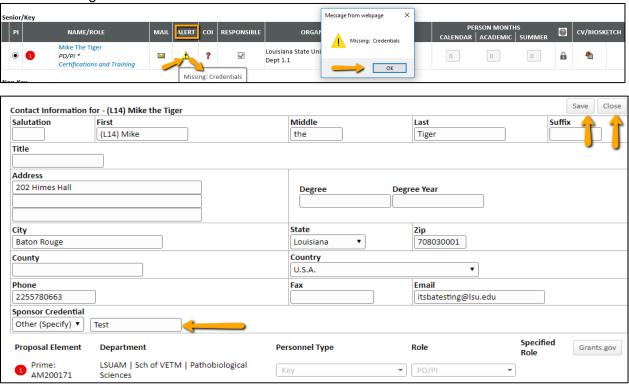


Personnel – Grants.gov

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



- 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.



• 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.

