eDSP Outgoing Subaward Module

How to Request a New Subaward

How to Request an Amendment

How to Track Status and Download Agreement

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How to Initiate a New Subaward Request

The following slides consist of screenshots and notes about the new sections of the Outgoing Subaward Request Module. All of the sections will be the same for requesting an Amendment with a few exceptions. These exceptions will be in the slides for Amendments.

Research Tracker

To initiate an Outgoing Subaward request, The starting place is the DSP Research Tracker.

Search for the project by grant program number, PI name, title of project, etc.

Once you've found your project, click "Project" to be taking to the Project View

DSP Research Tracker

| Simple | Advanced |

Search Tracker for `11281400` ⓘ (For best results when searching by a particular researcher use

Export to Excel

DSP Item #	Status	College	Department	Contact PI	Title	Spons
⊞ S00088-01 Subaward	Pending - Draft	Carver College of Medicine	Otolaryngology Head Neck Surg	Smith, Richard J	C3 Glomerulopathy - A Collaborative Study	NIH
⊞ S00121-01 Subaward	Pending - Draft	Carver College of Medicine	Otolaryngology Head Neck Surg	Smith, Richard J	C3 Glomerulopathy - A Collaborative Study	NIH
⊞ 📄H628300-G Project	Awarded	Carver College of Medicine	Otolaryngology Head Neck Surg	Smith, Richard J	C3 Glomerulopathy - A Collaborative Study	NIH

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Project View

Once at the Project View, scroll to the bottom of the page to "Out Going Subawards".

You can expand this section by clicking on "Out Going Subawards" if you would like to see what is currently in process or has been approved.

Click on 'Initiate a New Subaward'

Most Recent Funded MFK

Corp	Fund	Org	Dept	SubDept	Grant/ Program #	BR
10	510	17	3245	20000	1 1281400	01

Compliance Information

Monetary Increments

Non-Monetary Agreements (The section below shows the additional non-monetary agreements that are related to this pro

Out Going Subawards   Initiate a New Subaward

Wizard: Step 1

This is Step 1 of the Subaward Request Wizard. From here you can:

Request a New Subaward for a subrecipient on this project

Request to amend an existing Subaward for a subrecipient on this project during a competitive cycle

Request to amend an existing Subaward for a subrecipient on this project for a NEW competitive cycle

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Subaward Request Wizard (Step 1 of 3)

What would you like to do?

Start a New Subaward
- Issue a subaward to a new subrecipient on the project

Continue with New

Amend an Existing Subaward
- Adding time and/or money
- Carry-over
- Early termination/de-obligation
- Adding the next year of funding
- Administrative changes

Continue with Amendment
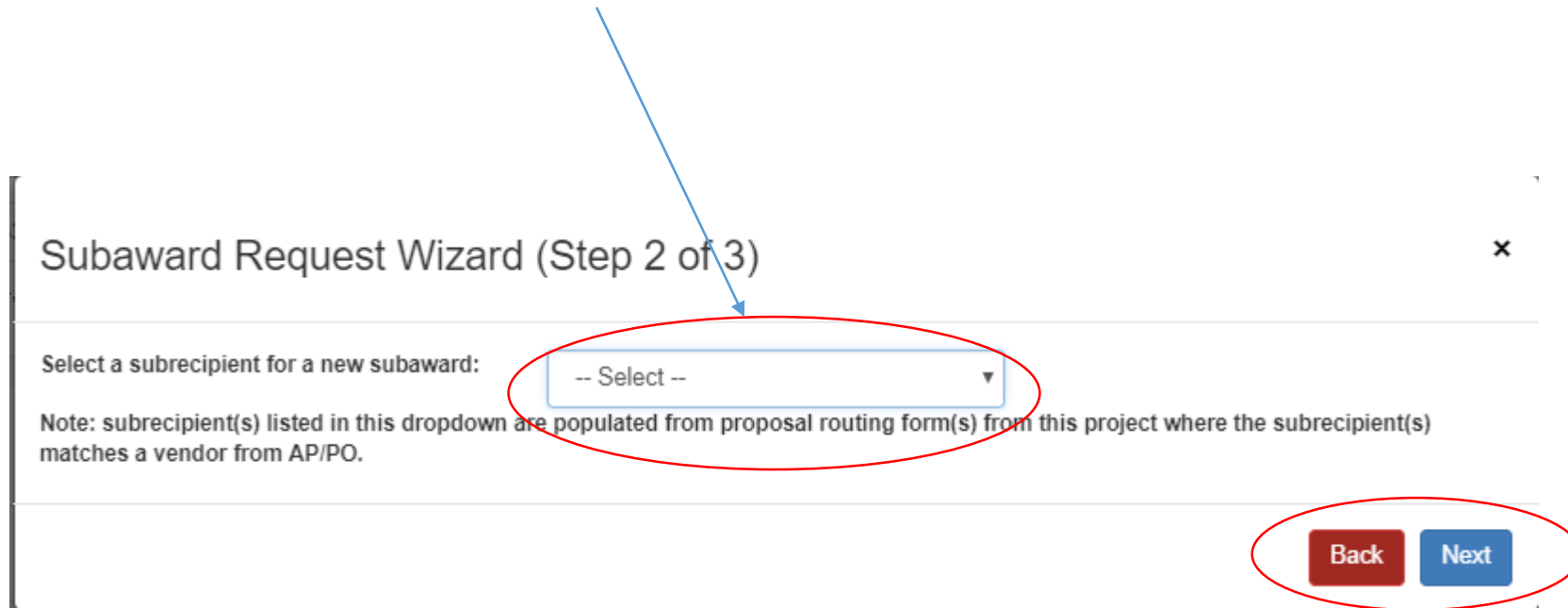
Competitive Renewal of Subaward
- Issue a subaward on the first year of a NIH grant's competitive cycle

Continue with Competitive Renewal

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Wizard: Step 2

Step 2: Select a Subrecipient from the Proposal Routing Form or
choose "Other" if the Subrecipient was not included on the Proposal Routing Form.

Subaward Request Wizard (Step 2 of 3)   ✕

Select a subrecipient for a new subaward: -- Select --   ▼

Note: subrecipient(s) listed in this dropdown are populated from proposal routing form(s) from this project where the subrecipient(s) matches a vendor from AP/PO.

Back   Next

Wizard: Step 3

Step 3: Select the prime award budget period

You have an option to start drafting your subaward request before the funded increment is awarded. Within the header of the request, you'll be able to change the Budget period once the prime is awarded.

Subaward Request Wizard (Step 3 of 3) ✕

Select a prime award budget period (Note: only awarded budget periods are shown.)

	Sequence #	Title	Budget Start Date	Budget End Date	Budget	Grant/Program Number	BR
○	H628300-G	C3 Glomerulopathy - A Collaborative Study	03/01/2018	02/28/2019	$564,635.00	1 1281400	01
○	G655700-G	C3 Glomerulopathy - A Collaborative Study	04/01/2017	02/28/2018	$627,373.00	1 1281400	01
○	The budget period has not yet been awarded, but I want to start and save a draft subaward request. (Note that the subaward request can't be submitted until the prime award's budget period is awarded.)						

Once you click 'Create', the window below appears

Back   Create

Subaward Request Wizard Complete ✕

Your new subaward has been created   **Open New Subaward**

Header and Left Navigation

After you click on 'Open New Subaward' (works the same for amendments), the module will open and you'll notice the Header section with prime award information

Request opens in Edit mode; Edit mode is also where you will Submit request

PO # becomes an S#

S00125-01 ❓					Submit	Save	Cancel
Sequence #	H628300-G	Contact PI	Smith, Richard J	OGS-Status	Pending		
Sponsor	NIH	Prime Sponsor		OGS-Substatus	Draft		
Amend #	Original	Grant/Program #	11281400	BR	01		
Project #	1195713	Project Start Date	04/01/2017	Project End Date	02/28/2022		
DSP Contact	Massa, John S	Budget Start Date	03/01/2018	Budget End Date	02/28/2019		
GAO Contact	Barento, Arbsie Gugsa	Title	C3 Glomerulopathy - A Collaborative Study			Change Budget Period	

Expand All | Collapse All

↕ General

↕ Subrecipient

↕ Compliance

↕ Reporting Requirements

↕ Subrecipient Contact Info

↕ Sole Source

↕ UI Contact Info

↕ Attachments

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↕ Workflow

We show you the Project and Budget Start and End dates for your reference when completing the request.

The left navigation bar is can be ordered
To your preference by dragging and dropping
the section.

Click this button to change the Budget Period (example is if you accidentally selected the wrong budget period in Step 3, or you've drafted your request before the correct increment is awarded)

General Section

The General Comment field is an open text field for information you want to share with DSP and/or GAO. Usually this will be information not already covered by the fields.

The Agreement Type question gives you three options for the type of agreement the subaward should be. It will default to Cost Reimbursement because that is the vast majority of agreement types we issue.

The MFK section allows the initiator to modify the WHO key and g/p subcomponent when applicable to the funding MFK.

This section is also broken up into the two specific IACTs (6230 & 6231) related to F&A.

The amounts per line are entered to the right. The total will be automatic and that will be the amount DSP will include in the subaward agreement.

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General

General Comment:	

| Agreement Type: | Cost Reimbursement ▾ | ❷ | Advance Payment Requested: | No ▾ | ❷ |

| Subaward Project Start Date: | 04/01/2017 | ❷ | Subaward Project End Date: | 02/28/2022 | ❷ |

| Subaward Budget Start Date: | MM/DD/YYYY | ❷ | Subaward Budget End Date: | MM/DD/YYYY | ❷ |

| Subaward Nickname (optional): | | ❷ |

No. MFK ❷   **Amount**

1   Subject to F&A $0.00

Fund	Org	Dept	SubDept	Grant/Program	IACT	OACT	DACT	FN	CCTR	BR
510	17	3245	20000	112814 00	6230			20	7860	01

2   Not Subject to F&A $0.00

Fund	Org	Dept	SubDept	Grant/Program	IACT	OACT	DACT	FN	CCTR	BR
510	17	3245	20000	112814 00	6231			20	7860	01

Total: $0.00

Subrecipient Section

The Subrecipient search is connected to the Vendor system in purchasing. To find the subrecipient, click on Search & Replace…

Subrecipient

Vendor:

Search & Replace Vendor/Vendor Address

Vendor ID:

EIN #:

Vendor Address:

Add#:

Performance Location if different from above:

Congressional District: XX-###

On **FORM I, Part II**, you'll find if the subrecipient is listed on the FDP Expanded Clearinghouse.

Is the subrecipient on the FDP Expanded Clearinghouse? -- Select --

Search Vendor

Search by subrecipient name, vendor id or vendor address

Vendor Name	Vendor ID	Address #	Vendor Address:	EIN	
baylor university					**Search**

Vendor Search results

	Vendor ID	EIN #	Name	Addr #	Address	City	State	Country
○	0000103184	108d-5371	**Baylor University Medical Center**	1	Institute Of Metabolic Disease 3812 Elm St	Dallas	TX	USA

Showing 1 to 1 of 1 results

Select the correct Subrecipient and press 'Continue'

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Check **FORM I, Part II**

If you can't find your Vendor and or Vendor Address go to Vendor Application to add one.

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Cancel   Continue

Compliance Section

From each dropdown, select the appropriate answer based on the subrecipient's work to be performed.

Compliance ❓

Will animal subjects research be performed by the Subrecipient:	-- Select -- ▼	**Will human subjects research be performed by the Subrecipient:**	-- Select -- ▼
Will human subjects data(identifiable/de-identifiable) be exchanged under this Subrecipient:	-- Select -- ▼	**Has a Data Management/Sharing Plan been submitted to the awarding agency:**	-- Select -- ▼

If there was a Data Management/Sharing Plan submitted to the prime agency, it is the university's obligation to notify the subrecipient. If you are unsure there is a Data Management Plan, please consult with the PI of the project.

Reporting Requirements Section

This section is required for federal pass-through funding and recommended for all other prime funders.

The days will be selected from the dropdown for all three sections.

One of these four options are required to be selected. When the 'Technical/progress reports' selection is chosen, the dropdown for days is not longer valid.

If there are any other reporting requirements you want to be sure is included in the subaward, please include in the Additional Comments field.

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Reporting Requirements ❓

Mandatory for Federal Funding

A Final technical/progress report will always be required; Please select the # of days for receipt (we recommend 30 days before the final prime report is due).

A Final technical/progress report will be submitted to University of Iowa's Principal Investigator (UI PI) within X days after the end of the period of performance.

[Select ▾] Days

Please select one of the following options and # of days for receipt (we recommend receipt be 15-30 days before the prime report is due).

○ Monthly technical/progress reports will be submitted to the University of Iowa's Principal Investigator within X days of the end of the month.

[Select ▾] Days

○ Quarterly technical/progress reports will be submitted within X days after the end of each project quarter to the University of Iowa's Principal Investigator

○ Annual technical/progress reports will be submitted at least X days prior to the end of each project period to the University of Iowa's Principal Investigator. Such report shall also include a detailed budget for the next budget period, updated Other Support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.

○ Technical/progress reports on the project as may be required by the University of Iowa in order that the University of Iowa may be able to satisfy its reporting obligations to the Federal Awarding Agency.

An invention report will always be required. Please select the # of days for receipt (we recommend 30 days).

In accordance with 37 CFR 401.14, Subrecipient shall notify the UI PI within X days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Awarding Agency specific forms to the UI PI within sixty (60) days of the end of the period of performance so that it may be included with the PTE's final invention report to the Awarding Agency.

[Select ▾] Days

Additional Comments

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Subrecipient Contact Information Section

The information for this section will be found on **FORM I, Part II.**

You can also add additional contacts if you know of other collaborators at the subrecipient organization you would like to receive a Draft Subaward and/or the Final Subaward

These checkboxes allow you to indicate who you would like to receive a Draft and/or Final subaward agreement. Note, the Administrative Contact will also receive a Draft Subaward.

Subrecipient Contact Info ❓

Contact Type	Name	Email	Receives Draft Subaward	Receives Final Subaward	Action
PI			☐	☐	
Administrative Contact			☑	☐	
Financial Contact			☐	☐	
Authorized Official			☐	☐	

Add Contact

Sole Source Justification Section

The Sole Source section is the same information that has been provided on the Preq. This section is required in order for you to submit the request. NOTE: The dollar threshold for requirement is $1.

Sole Source

Provide a brief description of the scope of the work for this subaward:

Please check all that apply:

☐ The Subrecipient was specifically named in the proposal and/or approved by the sponsor or funding agency.

☐ The proposal and Subrecipient were approved by the sponsor and/or funding agency as scientifically valid.

☐ The Subrecipient possesses specialized equipment and/or facilities to conduct the research.

☐ The Subrecipient has access to appropriate subject populations required to conduct the study/research.

☐ The Subrecipient was selected for a pilot project based on a review by a U of I project committee.

☐ Other: Explain why this Subrecipient is uniquely qualified to fulfill the subaward scope of work.

UI Contact Section

This section is to indicate to DSP who you would like to receive a copy of the Draft & Final Subaward agreement. The Initiator will default and cannot be removed. However, the PI is not required.

If you would like others to also receive the Draft & Final Subaward, you can add here and check the box.

The PO Related Contacts is required for Purchase Order and invoice processing.

The Requestor dropdown is based on the Org and Dept indicated in the MFK.

UI Contact Info

Contact Type	Name	Email	Receives Draft & Final Subaward	Action
Initiator	Benton, Daniel J	daniel-benton@uiowa.edu	☑	
PI	⊗ Smith, Richard J	richard-smith@uiowa.edu	☑	

Add Contact

PO Related Contacts

Contact Type	Name	Email	Receives Draft & Final Subaward	Action
Requester	-- Select -- ▾			
Receiver				
Secondary Receiver				

Once you select the Requestor, the Receiver dropdown will be based on the approved Receivers for the Requestor. NOTE: this is not changing from the current process on Preqs.

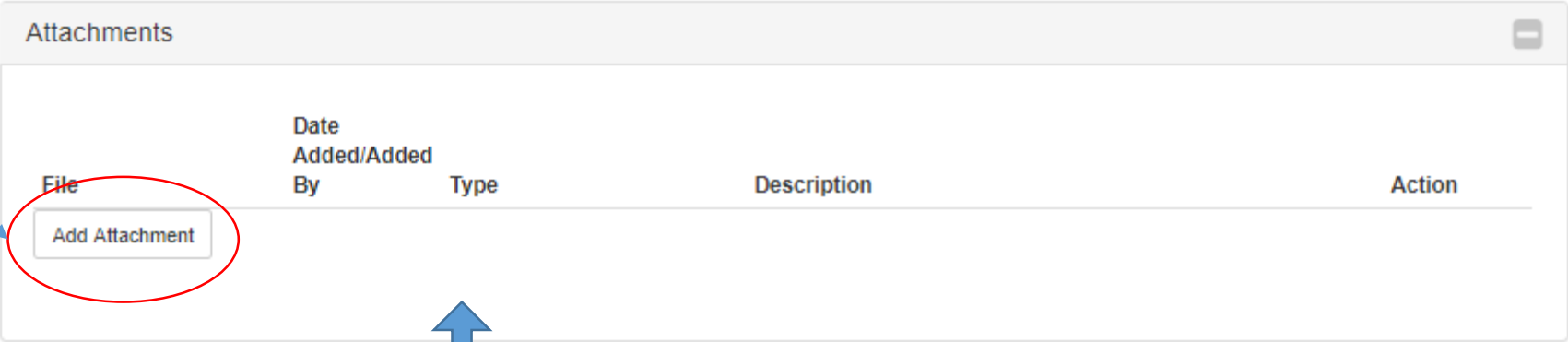You can also select a Secondary Reciever

Attachment Section

In order to include an attachment, click on 'Add Attachment'. You can add as many attachments as you'd like. However, there are some required attachments:

For NEW subawards:
1. FORM I
2. Budget
3. Statement of Work

For Amendments:
1. Budget (if adding money)
2. Statement of Work (if the SOW is changing)

Attachments

File	Date Added/Added By	Type	Description	Action
Add Attachment				

Once you've selected the file to upload, a Type will need to be selected from the dropdown list.
NOTE: Files are uploaded to the request at the time you Save the document.

Now that the request is completed, go back to the top and click 'Submit'

Submit | Save | Cancel
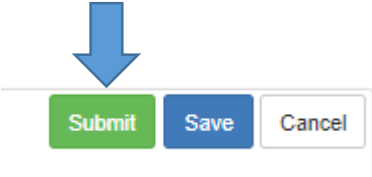
Clicking 'Submit' will place it into workflow for approval and submission to DSP

Updated 5.2019

Initiating a Subaward Amendment

Initiating a Subaward Amendment request is very similar to initiating a New Subaward with a few differences.

NOTE: An Amendment request will carry forward the information from the previous subaward request. Review this information and change as needed.

Step 2 of Subaward Amendment Request Wizard

Subaward Request Wizard (Step 2 of 3)   ✕

Select a subaward that you want to amend

Step 2 differs only in that it will now show you the approved subawards in the system and allows you to select the correct subrecipient and subaward.

	PO #	Subawardee PI Name	Subawardee	Subaward Nickname	Start Date	End Date	Amendment #	Subaward PO Amount
◯	S00088	Richard J Smith	University Of Minnesota	Part I	06/28/2017	10/10/2017		$1,110.00
◉	S00087	Richard J Smith	Mayo Clinic Rochester	Phase A	05/17/2017	01/01/2018		$1,000.00

Back   Next

Amendment Section

Select if the purpose of the amendment is to change the scope of work. When 'Yes' is selected, a statement of work will be required in the attachment section before the request can be submitted.

The Amendment Section is the section to let DSP know the purpose of the amendment by your selection of one or more of the check boxes.

Amendment

Amendment #   02

Has the scope of work changed from what was previously submitted: -- Select --

Purpose of Amendment (Select all that apply):

☐ Adding Time

☐ Adding Money

☐ Carry-over

☐ Early Termination.

☐ De-obligation

☐ Administrative Change

☐ Other

Track the Status of Subaward Download Copy of Subaward

The DSP Research Tracker is the place to track the status or download a copy of the draft/final subaward agreement.

All of the subaward requests are in the Out Going Subaward section at the bottom of the Project View.

Research Tracker

To see the status of a subaward request, or to download a copy of the draft/final agreement, search for the project as you would to initiate a new request.

You will see all of the items that are associated with your project (funded agreements, subawards, non-monetary agreements). Subawards will have either the old PO# (100...) or the new PO# (S00...).

To view the subaward request, click 'Subaward'

To download the subaward agreement, click the subaward agreement button

To view all subawards associated with a project together, click 'Project'

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DSP Research Tracker

| Simple | Advanced |

Search Tracker for 11272500   ⓘ (For best results when search

○ Cancelled ○ Pending plus 4 week history ○ Pending ○ Awarded/Approved ◉

DSP Item #	Status	College	Department	Contact PI	Title	Sp
S00007-01 Subaward	Pending - DSP/GAO Review	Carver College of Medicine	Ophthalmology and Visual Sci	Stone, Edwin M	Disease Mechanisms in Best Disease	NIH
📄 S00007-01 Subaward	Awarded	Carver College of Medicine	Ophthalmology and Visual Sci	Stone, Edwin M	Disease Mechanisms in Best Disease	NIH
📄 H227200-G Project	Awarded	Carver College of Medicine	Ophthalmology and Visual Sci	Stone, Edwin M	Disease Mechanisms in Best Disease	NIH
📄 G596900-G Project	Awarded	Carver College of Medicine	Ophthalmology and Visual Sci	Stone, Edwin M	Disease Mechanisms in Best Disease	NIH

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Project View

When you click on the 'Project' link, scroll to the bottom of the page. There you will see the 'Out Going Subawards' section

Out Going Subawards [Initiate a New Subaward] ➕
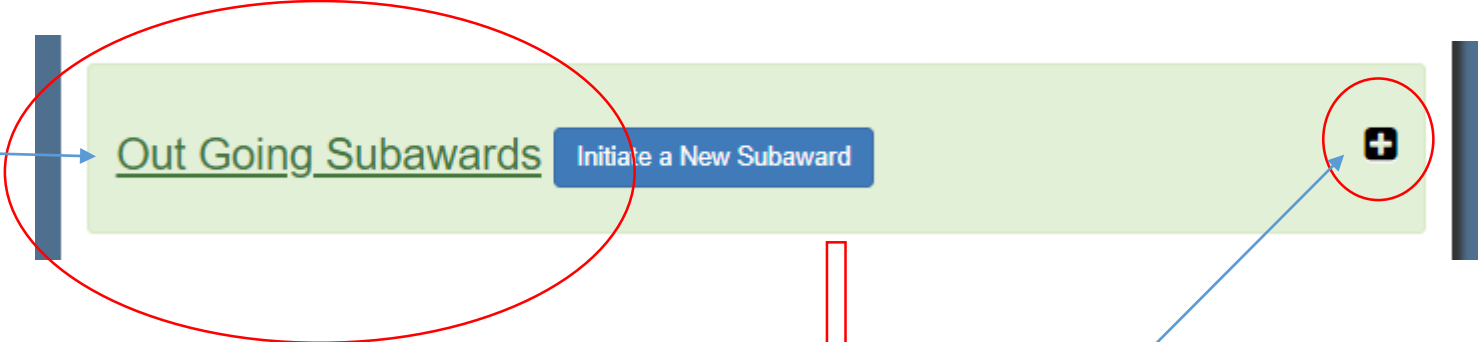
This section may or may not already be expanded. Once expanded, you will see the unique PO/Subaward numbers.

Out Going Subawards [Initiate a New Subaward]

	Subaward #	Amd #	Subaward Nickname	Subawardee PI Name	Subawardee	Start Date	End Date
➕	1001551531			David Gamm	University Of Wisconsin	09/01/2015	06/30/2016
➕	S00007		Core A	Prof X x@wis.edu	University Of Wisconsin	07/01/2017	06/30/2018

When a Subaward includes amendments to the original, a 'plus' sign will appear to the left of the Subaward #.

Note: When a project includes subawards to the same institution but for different scope's of work, a Subaward Nickname can be very helpful in differentiating

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Expanded View

Expand Subaward #

Indicates 'orig' and amendments

This amount is the total for the Subaward

This amount is the total for the funded budget period. When the status is 'Awarded' they will add up to the total.

Out Going Subawards [Initiate a New Subaward]

	Subaward #	Amd #	Subaward Nickname	Subawardee PI Name	Subawardee	Subaward Amount	Ag Da	Agreement Sent Date	Agreement Received Date	Status	Action
⊟	1001551531			David Gamm	University Of Wisconsin						
⊟	1001551531			David Gamm	University Of Wisconsin	$685,146.00					
	1001551531	orig		David Gamm	University Of Wisconsin	$228,382.00	01/ AM	01/08/2016 12:00 AM	01/19/2016 12:00 AM	Awarded	Open
	1001551531	01		David Gamm	University Of Wisconsin	$228,382.00	09/ AM	09/09/2016 12:00 AM	09/15/2016 12:00 AM	Awarded	Open
	1001551531	02		David Gamm	University Of Wisconsin	$228,382.00	12/ AM	12/01/2017 12:00 AM	12/11/2017 12:00 AM	Awarded	Open
⊟	S00007		Core A	Prof X x@wis.edu	University Of Wisconsin						
⊟	S00007-01		Core A	Prof X x@wis.edu	University Of Wisconsin	$20,000.00					
	S00007-01	01	Core A	Prof X x@wis.edu	University Of Wisconsin	$5,000.00	No	Not Sent	Not Received	Pending - DSP/GAO Review	Open
	S00007-01	orig	Core A	Prof X x@wis.edu	University Of Wisconsin	$20,000.00	No	Not Sent	Not Received	Awarded	Open

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The Action will indicate if request is in 'Draft' or when 'Open', the request has arrived to DSP