

University of
Virginia

ResearchUVA
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Job Aid: External Subaward
Budgets

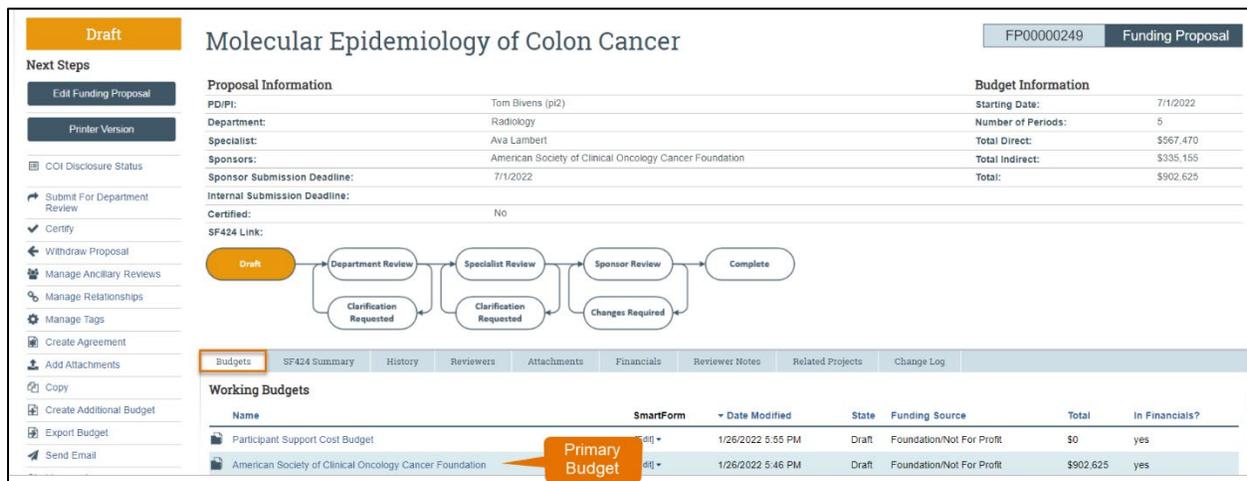
1 External Subaward Budget Overview

Subaward budgets are necessary to account for funds when contracting an external institution for a specific scope of work as part of the research project. Subaward budgets can only be created after the primary budget associated with the proposal has been created.

! **Important:** This job aid outlines how to create an external subaward budget and manage subaward budgets for system-to-system submissions. Proposal budget completion and cost share budget creation are covered in separate job aids.

2 How to Create and Complete an External Subaward Budget

1. Navigate to the *Proposal Workspace*.
2. On the *Proposal Workspace*, under the Budgets tab, click the **primary budget** name to display the *Budget Workspace*.



The screenshot shows the 'Draft' workspace for the proposal 'Molecular Epidemiology of Colon Cancer' (FP00000249). The 'Budgets' tab is active, displaying a table of working budgets. A callout box labeled 'Primary Budget' points to the entry for 'American Society of Clinical Oncology Cancer Foundation'.

Name	SmartForm	Date Modified	State	Funding Source	Total	In Financials?
Participant Support Cost Budget		1/26/2022 5:55 PM	Draft	Foundation/Not For Profit	\$0	yes
American Society of Clinical Oncology Cancer Foundation		1/26/2022 5:46 PM	Draft	Foundation/Not For Profit	\$902,625	yes

3. On the *Budget Workspace*, click the **Create Subaward** button.



The screenshot shows the 'Draft' workspace for the budget 'American Society of Clinical Oncology Cancer Foundation' (BU00000245). The 'Create Subaward' button is highlighted in the 'Next Steps' sidebar. The main area shows 'Financials' and 'Subaward' tabs, with a table for 'Current All-Period Totals'.

Personnel:	Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
	\$0	\$0	\$0	\$0	\$0	\$0

4. Complete the Subaward SmartForm pages. The subsections below walk you through each of the pages. When finished with each page, click **Continue**  to navigate through the rest of the SmartForm pages.



Tip: Click on the **Help icons**  throughout the SmartForm for additional information on how to answer the questions.

- **Subaward Budget Information page**

1. Title - Enter a descriptive name for the subaward (50 character maximum). For example, identify the subawardee or the budget's content.

2. Organization - Enter the subawardee's name. If the subawardee name is not listed, select "TBD."

3. Principal Investigator – This field automatically populates with the primary budget's PI.

4. Subawardee PI – Enter the Subawardee PI's information. This is required field.

5. Subaward budget detail level – Select how to capture budget data for this subaward.

- **Per Period Direct and Indirect totals** – All costs are captured in a single budget table as per-period direct and indirect totals. If submitting via S2S, the SF424 may still require subaward budget details to be entered manually in the SF424 Workspace.
- **SF424 Subaward Import** – Allows you to upload the subawardee's budget totals from a completed *R&R Subaward Budget PDF* form. (You do this on the *SF424 Subaward Import* page, which appears later in the SmartForm. The information from the uploaded R&R Subaward Budget PDF will map to the SF424.) The SF424 R&R Budget for a specific proposal package will be available for download after you initiate the SF424 Workspace.
 - Select this option when submitting your proposal system-to-system (ResearchUVA PBH to Grants.gov).
 - The PDF form must be opened with Adobe Acrobat (not a web browser) to edit it. Ensure you use the PDF version associated with the opportunity (which can be downloaded from the *SF424 Workspace*). Using older form versions may result in error.
 - The period dates entered in the Subaward R&R Budget PDF form must match the budget periods of the primary budget.

6. Include in consolidated budgets? – Select **Yes** to include this subaward budget in the final application budget that is to be submitted to the sponsor. Select **No** if this budget should be excluded from the final application budget.

7. Subaward indirect allowance limit – By default, ResearchUVA PBH includes the first \$25,000 of subaward budgets in the cost base for calculating F&A costs for the primary budget for MTDC budgets. However, you can change this value.



Note: This question appears only if the cost base type selected in the parent budget is "MTDC."

- **All Personnel Page: Do not use this section.**
- **Per Period Cost Totals** page (displayed only if this option was selected on the first page).
 1. Enter the **Direct** and **Indirect** costs as necessary and use the arrows to promote the same values to the subsequent periods.

Per Period Cost Totals	
Total Direct:	
Total Indirect:	
Total Project:	
	Period Start: 7/1/2022 End: 6/30/2023
Cost Totals	
Direct:	\$100,000
Indirect:	\$54,000
Grand Total:	\$154,000

2. The totals at the top of the table will update as data is entered. Enter applicable notes in the text field by Question 1.

Per Period Cost Totals											
Total Direct:							\$500,000				
Total Indirect:							\$270,000				
Total Project:							\$770,000				
	Period Start: 7/1/2022 End: 6/30/2023	1	7/1/2023 6/30/2024	2	7/1/2024 6/30/2025	3	7/1/2025 6/30/2026	4	7/1/2026 6/30/2027	5	Total
Cost Totals		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$500,000
Direct:		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$500,000
Indirect:		\$54,000	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000	\$270,000	\$270,000
Grand Total:		\$154,000	\$154,000	\$154,000	\$154,000	\$154,000	\$154,000	\$154,000	\$154,000	\$770,000	\$770,000
1. Budget notes:											
Enter budget notes in this field											

- **SF424 Subaward Import Page**

This page is only displayed if **SF424 Subaward Import** is selected on the [Subaward Budget Information](#) page. The editable PDF is available on the SF424 Workspace within the system or on the Grants.gov website.

SF424 Subaward Import
1. To import, select your SF424 Subaward PDF click Save. The totals from the form will be loaded in the system.
<input type="text"/> <input type="button" value="Choose File"/>

 **Important:** The budget periods entered on this PDF form must match the budget periods on the primary budget.

- To import, select your SF424 Subaward PDF and click **Save**. The totals from the form will be loaded in the system.

- Attachments Page**

- Attachments** – Do not upload any supporting documents here. Attach all documentation using the “Add Attachment” activity in the *Proposal Workspace*. When complete, click the **Finish** button. You are returned to the *Subaward Workspace*.

 **Note:** For future reference, subaward budgets are displayed under the *Subaward* tab of the *Budget Workspace*.



ID	Name	SmartForm	Date Created	Date Modified	State	Include in Totals	Total
BU00000443	JCE Test Subaward Budget	(Edit)	9/30/2020 8:57 AM	9/30/2020 9:07 AM	Draft	yes	\$0

3 How to Import a Subaward Budget to a SF424

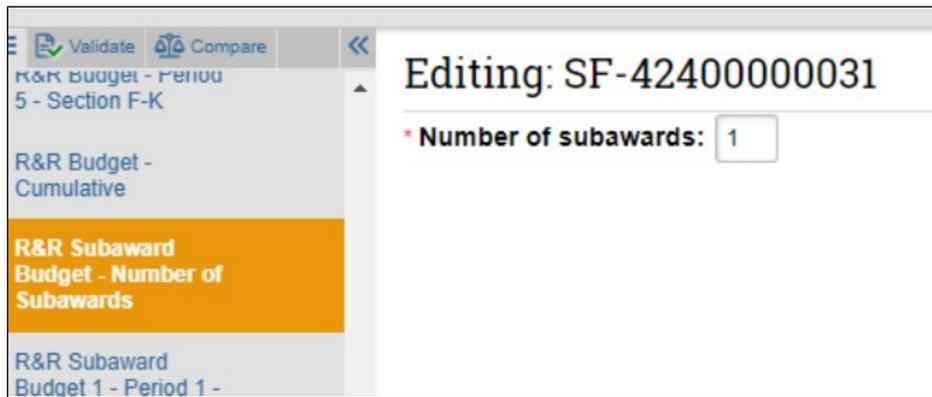
If the subaward budget is being submitted system-to-system, the required Subaward R&R Budget form from Grants.gov form must be uploaded. Typically, users will upload the completed Subaward budget PDF form within the Subaward Budget SmartForm as [described above](#).

However, if the data was manually entered on the Subaward Budget SmartForm, Grants.gov will still require that this form be uploaded as part of the SF424 submission. The “Import Subaward” activity on the *SF424 Workspace* can be used to accomplish this task after the SF424 has been created using the steps outlined below.

- Navigate to the *Proposal Workspace*.
- Once the SF424 is ready to be generated, click the **Create-Update SF424** activity on the *Proposal Workspace*.
- On the *Create-Update SF424* window, select the applicable forms, including the R&R Subaward Budget form, and click **OK**. The system generated the SF424 application.
- On the *Proposal Workspace*, click the **SF424 Summary** tab. Click the **SF424 link** to access the *SF424 Workspace*.

5. On the SF424 Workspace, click the **Edit Grant Application** button.
6. On the SF424 SmartForm, update the forms as necessary. On the R&R Subaward Budget – Number of Subawards form, enter the number of Subawards. You do not need to complete the Subaward Budget SmartForm pages as this is what will be uploaded using the “Import Subaward” activity.

 **Note:** This step is required even if you have updated the R&R Subaward Budget within the Subaward Budget SmartForm pages.



The screenshot shows a web interface for editing a subaward budget. The left sidebar contains a navigation menu with the following items: 'R&R Budget - Period 5 - Section F-K', 'R&R Budget - Cumulative', 'R&R Subaward Budget - Number of Subawards' (highlighted in orange), and 'R&R Subaward Budget 1 - Period 1 -'. The main content area displays 'Editing: SF-42400000031' and a form field labeled 'Number of subawards:' with the value '1' entered.

7. On the SF424 Workspace, click the **Import Subaward** activity.
8. In the *Import Subaward* window, select a subaward for Question 1 and upload the completed Subaward R&R Budget PDF form for Question 2. Click **OK**.

 **Important:** The period dates entered in the Subaward R&R Budget PDF form must match the budget periods of the primary budget.

9. When returned to the SF424 Workspace, click the **Validate Submission** activity, and complete the SF424 as outlined in the SF424 job aid.