



RUSH MEDICAL COLLEGE • COLLEGE OF NURSING • COLLEGE OF HEALTH SCIENCES • THE GRADUATE COLLEGE

# Rush Research Portal

## Outgoing Subaward Walkthrough

### Sponsored Programs Administration

June 2016

- A subaward is a formal legal agreement between Rush and another organization. These often occur when Principal investigators (PI) collaborate with colleagues at other institutions to enhance scientific or programmatic aspects of a research project. A portion of a grant received by Rush is then subawarded out to another entity for this work.
- Outgoing subaward agreements are used when a substantive portion of the programmatic work outlined in a Rush proposal is conducted at another organization.
- The purpose of the outgoing subaward module in the research portal is to route a request to Sponsored Programs Administration (SPA) to set-up an outgoing subaward agreement with another institution, referred to as a subrecipient.

# When do I upload something in the “Outgoing Subawards” section of the portal?

## **New Outgoing Subaward Request**

- A Rush PI received a grant directly from an awarding agency and would like to set-up an outgoing subaward to a collaborator at another institution (subrecipient).

## **Amendment to an existing outgoing subaward for:**

- Additional Funding
- Change of PI
- Change in Scope of Work
- No Cost Extension
- Deobligation (decrease awarded funds without terminating)
- Termination

**Please note:** All *incoming* subaward agreements should continue to be routed through the ‘Contract’ module of the Research Portal. An incoming subaward occurs when another institution receives funding and subawards a portion to Rush.

# Types of Amendments to Outgoing Subawards

<b>Subaward Amendment Type</b>	<b>Definition</b>
<b>Additional Funding</b>	Adding additional money to the current budget period or the next budget period.
<b>Change of PI</b>	Use this when the PI at the subrecipient institution has changed from what was previously approved in the subaward agreement.
<b>Scope of Work</b>	Use this when the scope of work at the subrecipient site has changed.
<b>No Cost Extension</b>	To extend a subrecipient's period of performance without additional funds. Use this when Rush's project has received a no-cost extension from the awarding agency that needs to be flowed to the subrecipient.
<b>Deobligation (without terminating)</b>	Use this when you want to decrease the amount of money being given to the subrecipient from the current budget period, but not end the period of performance.
<b>Termination</b>	Use this when you want to terminate a subaward. Generally we are required to give 30 days written notice to the subrecipient prior to termination, so this would not be retroactive. You may also need to deobligate funds with this action, but this is not required.

# Outgoing Subaward Request Walkthrough



IT'S HOW RESEARCH SHOULD BE

Rush Research Portal Home **Master Projects** Reports IRB CTPT Issues

Master Projects > Office of Research Affairs Test

### Current State

In Process

### Edit

### My Activities

### Create

## Master Project Summary Workspace - ORA# : 09031805

Project Title:	Office of Research Affairs Test		
Short Title:			
PI / Department:	Jennifer Garcia / Office of Research Affairs	<b>Study Coordinator / Department:</b>	
Co-Investigator(s):		<b>Other Study Staff:</b>	Juanita Araujo Office of Research Affairs Katie Amsden Office of Research Affairs Jennifer Garcia Office of Research Affairs
Faculty Sponsor:			
Department:	Office of Research Affairs	Institution Department	RCTA
<b>Direct Sponsor:</b>		<b>Human Subjects:</b>	Yes
<b>Prime Sponsor:</b>	NIH - National Institute of Health	<b>Clinical Trial:</b>	No
		<b>Animal Subjects:</b>	No
		<b>Deceased Subjects:</b>	No
<b>Funding Organization:</b>	National Institutes of Health	<b>Drugs:</b>	No
		<b>Devices:</b>	No
<b>Link Financial Report Recipients:</b>	There are no items to display		
		<b>Biologic Products:</b>	No
		<b>Combination Products:</b>	No
		<b>Radiation:</b>	

### ALL RELATED PROJECTS

ID	Name	SmartForm	Date Modified	State	Type
09031805-GR08	NIH HSM 12-8-2010	[Edit]	6/3/2016 9:26 AM	Awarded	New Funding Proposal

Once you have a grant in the portal you will have the activity available to create an "Outgoing Subaward Request"

Only use this activity for a new outgoing subaward request with a new institution. **DO NOT USE THIS ACTIVITY** if your request is for an amendment, see amendment section of this walkthrough or contact SPA with questions.

Rush Principal Investigator: Jennifer Garcia

Fill in the information for the subrecipient, this information will help SPA to have the information needed to create the subaward agreement.

### Subrecipient Entity Information

**1.0 Subrecipient entity:**

Northwestern University

Indicate the name of the institution in which you are requesting a subaward agreement be created.

**2.0 \* Subrecipient Principal Investigator:**

<input type="button" value="Add"/>					
	First Name	Last Name	Phone	Email	
<input type="button" value="Update"/>	Dr. John	Doe	123-456-7890	John_Doe@NU.edu	<input type="button" value="Delete"/>

Indicate the name of the PI at the institution you would like SPA to create a subaward agreement with.

**3.0 \* Subrecipient Site Administrator Contact Name:**

<input type="button" value="Add"/>					
	First Name	Last Name	Phone	Email	
<input type="button" value="Update"/>	Ms. Research	Administrator	234-567-8901	Research_Admin@NU.edu	<input type="button" value="Delete"/>

Indicate the name of the administrative contact at the subrecipient institution. This is the person the agreement will be sent to, please ensure this contact information is up to date.

**4.0 Prime award number / Grant number:**

**5.0 Parent Fund Number:**

If available, please provide the fund/activity number given by Rush's Fund Accounting department for main grant/contract

**6.0 Please provide the dates for this budget period for the subrecipient site.**

Most of the time, subrecipients' dates coincide exactly with the prime award. However, the subaward can begin later than the prime award, and cannot go past the ending date on the prime award.

Please indicate budget period from:  to:

**7.0 How much funding are you issuing to the subrecipient for this budget period?**

**\* Direct Cost:**

**\* Indirect Cost:**

## Attachments for the Subrecipient package

Attach the documents requested here, this information will assist SPA so they have the necessary information to create the subaward agreement

*These attachments are not required to submit the outgoing subaward request; however, please be aware that if these documents are not included, it may delay the processing of the subaward agreement.*

### 1.0 \* Detailed Budget: **From subrecipient**

Add					
	Name	Modified	Created Date	Version	
Upload Revision	NU Budget	6/3/2016 10:01 AM	6/3/2016 10:00 AM	0.02	Delete

### 2.0 \* Statement of Work for Subrecipient site: **From subrecipient**

Add					
	Name	Modified	Created Date	Version	
Upload Revision	NU SOW	6/3/2016 10:01 AM	6/3/2016 10:01 AM	0.01	Delete

### 3.0 Form 3B / Subrecipient Contact Information:

Add					
	Name	Modified	Created Date	Version	
Upload Revision	Attach_3B.pdf	6/3/2016 10:03 AM	6/3/2016 10:03 AM	0.01	Delete

### 4.0 Other Attachments: **Budget justification and signed subrecipient commitment form**

Add					
	Name	Modified	Created Date	Version	
There are no items to display					

### 5.0 Please indicate any additional reporting requirements or special terms you would like to add:

**SPA uploads these agreements**

### Executed Agreement:

This section is used to upload the partially and fully executed agreements when obtained.

#### 6.0 Partially Executed Agreement:

Add				
	Name	Modified	Created Date	Version
There are no items to display				

#### 7.0 Fully Executed Agreement:

Add				
	Name	Modified	Created Date	Version
There are no items to display				

# Outgoing Subaward Request Walkthrough

Rush Research Portal Home **Master Projects** Reports IRB CTPT Issues

Master Projects > Office of Research Affairs Test > Office of Research Affairs Test

**Current State**  
Pre-submission

**Project Editor**  
[Edit Subaward](#)  
[Printer Version](#)

**My Activities**  
[Request PI to Submit](#)  
[Email Study Staff](#)

### Outgoing Subaward Summary Workspace - 09031805-Sub01

<b>Title:</b>	Office of Research Affairs Test						
<b>Rush PI:</b>	Jennifer Garcia						
<b>Subrecipient Institution:</b>	Northwestern University	<b>Direct cost:</b>	\$50,000.00				
<b>Subrecipient PI:</b>	<table><thead><tr><th>Last Name</th><th>First Name</th></tr></thead><tbody><tr><td>Doe</td><td>Dr. John</td></tr></tbody></table>	Last Name	First Name	Doe	Dr. John	<b>Indirect cost:</b>	\$27,500.00
Last Name	First Name						
Doe	Dr. John						
<b>Subrecipient Site Admin:</b>	<table><thead><tr><th>Last Name</th><th>First Name</th></tr></thead><tbody><tr><td>Administrator</td><td>Ms. Research</td></tr></tbody></table>	Last Name	First Name	Administrator	Ms. Research	<b>Total:</b>	\$77,500.00
Last Name	First Name						
Administrator	Ms. Research						
<b>Grant/Award #:</b>	1R01CA123456-01	<b>Parent Fund Number:</b>	912345-0617				
<b>Budget period:</b>	6/1/2016 - 5/31/2017						

#### Subaward Amendment

No data to display.

page 1 no results 10 / page

**History** Subaward Documents

Activity	Author	Activity Date
<a href="#">Create Subaward Request</a>	Amsden, Katie	6/3/2016 9:54 AM

Don't forget to request the PI to submit the request. Once you perform this activity the current state will change to "Awaiting PI to submit"



# Outgoing Subaward Request Walkthrough

Outgoing Subawards					
					<a href="#">Export</a>
ID	Title	PI	Modified Date	Project State	
09031805-Sub01	Office of Research Affairs Test	Jennifer Garcia	6/3/2016 10:17 AM	Awaiting PI to Submit	<a href="#">🔍</a>
1 items		◀ page 1 of 1 ▶		10 / page	
Outgoing Subaward Amendments					
No data to					<a href="#">Export</a>
		◀ page 1 no		10 / page	

The PI will login to the portal and in their Inbox they will see a section for Outgoing Subawards, this project will be listed there and pending their approval

# Outgoing Subaward Request Walkthrough

**Current State**  
Awaiting PI to Submit

**Project Editor**  
[Edit Subaward](#)  
[Printer Version](#)

**My Activities**  
[PI Submit](#)  
[SPA Email Study Staff](#)

When the PI clicks on the project it will take them to the Outgoing Subaward Summary Workspace. Here, they will see the activity to submit.

## Outgoing Subaward Summary Workspace - 09031805-Sub01

Title:	Office of Research Affairs Test		
Rush PI:	Jennifer Garcia		
Subrecipient Institution:	Northwestern University	Direct cost:	\$50,000.00
Subrecipient PI:	Last Name: Doe	First Name: Dr. John	Indirect cost: \$27,500.00
Subrecipient Site Admin:	Last Name: Administrator	First Name: Ms. Research	Total: \$77,500.00
Grant/Award #:	1R01CA123456-01		Parent Fund Number: 912345-0617
Budget period:	6/1/2016 - 5/31/2017		

Subaward Amendment
No data to display.
page 1 no results / page 10

History	Subaward Documents	
Activity	Author	Activity Date
Request PI to Submit	Amsden, Katie	6/3/2016 10:17 AM
Please review budget and SOW for NU, if it looks good, please submit this request, thanks!		
Create Subaward Request	Amsden, Katie	6/3/2016 9:54 AM

**Submit**

The following action will submit the form to the Sponsored Programs Administration Division.

\*  I, Jennifer Garcia hereby attest that the information submitted in this form is accurate and complete.

In order to submit the form, you must agree with the above statement by clicking the check box and then click **OK**

OK Cancel

The PI will be prompted to attest to the information submitted for the outgoing subaward.

# Outgoing Subaward Request Walkthrough

**Current State**  
Awaiting Department Approval

**Project Editor**

Edit Subaward

Printer Version

**My Activities**

Dept: Request Changes

Dept: Issue Department Approval

Admin

SPA: Email Study Staff

Once the PI has approved this request, it will move along to the department approver's inbox. They will click on the project and within the workspace they will see the activity to approve this request and move it along to SPA.

## Outgoing Subaward Summary Workspace - 09031805-Sub01

<b>Title:</b>	Office of Research Affairs Test						
<b>Rush PI:</b>	Jennifer Garcia						
<b>Subrecipient Institution:</b>	Northwestern University	<b>Direct cost:</b>	\$50,000.00				
<b>Subrecipient PI:</b>	<table border="1"> <tr> <th>Last Name</th> <th>First Name</th> </tr> <tr> <td>Doe</td> <td>Dr. John</td> </tr> </table>	Last Name	First Name	Doe	Dr. John	<b>Indirect cost:</b>	\$27,500.00
Last Name	First Name						
Doe	Dr. John						
<b>Subrecipient Site Admin:</b>	<table border="1"> <tr> <th>Last Name</th> <th>First Name</th> </tr> <tr> <td>Administrator</td> <td>Ms. Research</td> </tr> </table>	Last Name	First Name	Administrator	Ms. Research	<b>Total:</b>	\$77,500.00
Last Name	First Name						
Administrator	Ms. Research						
<b>Grant/Award #:</b>	1R01CA123456-01	<b>Parent Fund Number:</b>	912345-0617				
<b>Budget period:</b>	6/1/2016 - 5/31/2017						

Subaward Amendment	
No data to display.	
< page 1 no results > <span style="float: right;">10 / page</span>	

History	Subaward Documents		
	Activity	Author	Activity Date
	Outgoing Subaward Request Submitted	Garcia, Jennifer	6/3/2016 10:34 AM
	Request PI to Submit	Amsden, Katie	6/3/2016 10:17 AM
Please review budget and SOW for NU, if it looks good, please submit this request, thanks!			
	Create Subaward Request	Amsden, Katie	6/3/2016 9:54 AM

### Issue Department Approval

The following is the list of Approval Departments. All the Approval Departments must approve this outgoing subaward request before it can be forwarded on in the process.

Department Name  
Office of Research Affairs

I hereby attest that the information submitted in this form is accurate and complete.

**\* Department Approvals:**

name  
 Office of Research Affairs

**Additional Comments:**

The department approver will be prompted to attest to the information submitted for the outgoing subaward and give department approval.

# Outgoing Subaward Request Walkthrough

Outgoing Subawards				
ID	Title	Project State		
09031805-Sub01	Office of Research Affairs Test	Awaiting Changes Requested	Jennifer Garcia	6/8/2016 2:31 PM

1 items    page 1 of 1    10 / page

Export

Once the request gets to SPA, they may request changes from you. If they do, you will get an email and see the project back in your inbox.

**Current State**  
Awaiting Changes Requested

**Project Editor**

**My Activities**

## Outgoing Subaward Summary Workspace - 09031805-Sub01

<b>Title:</b>	Office of Research Affairs Test		
<b>Rush PI:</b>	Jennifer Garcia		
<b>Subrecipient Institution:</b>	Northwestern University		<b>Direct cost:</b> \$50,000.00
<b>Subrecipient PI:</b>	<b>Last Name</b> Doe	<b>First Name</b> Dr. John	<b>Indirect cost:</b> \$27,500.00
<b>Subrecipient Site Admin:</b>	<b>Last Name</b> Administrator	<b>First Name</b> Ms. Research	<b>Total:</b> \$77,500.00
<b>Grant/Award #:</b>	1R01CA123456-01		<b>Parent Fund Number:</b> 912345-0617
<b>Budget period:</b>	6/1/2016 - 5/31/2017		

First, go in and edit the subaward and upload the changes requested.

Subaward Amendment		
No data to display.		

page 1 no results    10 / page

Then, use the "submit changes" activity to route the changes back.

History	Subaward Documents		
Activity	Author	Activity Date	
SPA	SPA Changes Requested	Amsden, Katie	6/8/2016 2:31 PM

Please obtain an updated budget from NU to reflect the current grant period, then submit the changes back. Thank you!

# Outgoing Subaward Request Walkthrough

### Current State

Subaward Generated




### Project Editor

 Edit Subaward

 Printer Version

### My Activities

 Email Study Staff

 Email SPA

 Create Subaward Amendment

You can check the status of your subaward by looking at the history and above by viewing the current state.



## Outgoing Subaward Summary Workspace - 09031805-Sub01



Title:	Office of Research Affairs Test						
Rush PI:	Jennifer Garcia						
Subrecipient Institution:	Northwestern University	Direct cost:	\$50,000.00				
Subrecipient PI:	<table><tr><th>Last Name</th><th>First Name</th></tr><tr><td>Doe</td><td>Dr. John</td></tr></table>	Last Name	First Name	Doe	Dr. John	Indirect cost:	\$27,500.00
Last Name	First Name						
Doe	Dr. John						
Subrecipient Site Admin:	<table><tr><th>Last Name</th><th>First Name</th></tr><tr><td>Administrator</td><td>Ms. Research</td></tr></table>	Last Name	First Name	Administrator	Ms. Research	Total:	\$77,500.00
Last Name	First Name						
Administrator	Ms. Research						
Grant/Award #:	1R01CA123456-01	Parent Fund Number:	912345-0617				
Budget period:	6/1/2016 - 5/31/2017						


### Subaward Amendment

No data to display.

page 1 no results 10 / page

### History Subaward Documents

	Activity	Author	Activity Date
	Upload fully executed and send to fund accounting	Amsden, Katie	6/8/2016 4:05 PM
	Partially Executed Uploaded	Amsden, Katie	6/8/2016 4:05 PM

 Partially Executed Agreement has been emailed to ResearchAdmin@NU.edu

# Rush Research Portal Outgoing Subaward Amendment Request Walkthrough

# Outgoing Subaward Amendment



IT'S HOW RESEARCH SHOULD BE

### Current State

Subaward Generated

### Project Editor

Edit Subaward

Printer Version

### My Activities

SPA Email Study Staff

SS Email SPA

Create Subaward Amendment

## Outgoing Subaward Summary Workspace - 09031805-Sub01

Title:	Office of Research Affairs Test		
Rush PI:	Jennifer Garcia		
Subrecipient Institution:	Northwestern University	Direct cost:	\$50,000.00
Subrecipient PI:	Last Name: Doe	First Name: Dr. John	Indirect cost: \$27,500.00
Subrecipient Site Admin:	Last Name: Administrator	First Name: Ms. Research	Total: \$77,500.00
Grant/Award #:	1R01CA123456-01	Parent Fund Number:	912345-0617
Budget period:	6/1/2016 - 5/31/2017		

Subaward Amendment	
No data to display.	
page 1 no results / page 10	

Once your initial subaward has been generated, you will have the ability to create subaward amendments.

If your project does not have an original Subaward agreement generated and you don't see the activity to "Create Subaward Amendment" please contact someone in the SPA team.

History	Subaward Documents																											
	<table border="1"><thead><tr><th>Activity</th><th>Author</th><th>Activity Date</th></tr></thead><tbody><tr><td>SPA Upload fully executed and send to fund accounting</td><td>Amsden, Katie</td><td>6/8/2016 4:05 PM</td></tr><tr><td>SPA Partially Executed Uploaded</td><td>Amsden, Katie</td><td>6/8/2016 4:05 PM</td></tr><tr><td colspan="3">Partially Executed Agreement has been emailed to ResearchAdmin@NU.edu</td></tr><tr><td>SS Changes Submitted</td><td>Garcia, Jennifer</td><td>6/8/2016 4:01 PM</td></tr><tr><td colspan="3">I've now uploaded the most up to date budget.</td></tr><tr><td>SPA SPA Changes Requested</td><td>Amsden, Katie</td><td>6/8/2016 2:31 PM</td></tr><tr><td colspan="3">Please obtain an updated budget from NU to reflect the current grant period, then submit the changes back. Thank you!</td></tr><tr><td>SPA Take-Assign Ownership</td><td>Amsden, Katie</td><td>6/8/2016 2:27 PM</td></tr></tbody></table>	Activity	Author	Activity Date	SPA Upload fully executed and send to fund accounting	Amsden, Katie	6/8/2016 4:05 PM	SPA Partially Executed Uploaded	Amsden, Katie	6/8/2016 4:05 PM	Partially Executed Agreement has been emailed to ResearchAdmin@NU.edu			SS Changes Submitted	Garcia, Jennifer	6/8/2016 4:01 PM	I've now uploaded the most up to date budget.			SPA SPA Changes Requested	Amsden, Katie	6/8/2016 2:31 PM	Please obtain an updated budget from NU to reflect the current grant period, then submit the changes back. Thank you!			SPA Take-Assign Ownership	Amsden, Katie	6/8/2016 2:27 PM
Activity	Author	Activity Date																										
SPA Upload fully executed and send to fund accounting	Amsden, Katie	6/8/2016 4:05 PM																										
SPA Partially Executed Uploaded	Amsden, Katie	6/8/2016 4:05 PM																										
Partially Executed Agreement has been emailed to ResearchAdmin@NU.edu																												
SS Changes Submitted	Garcia, Jennifer	6/8/2016 4:01 PM																										
I've now uploaded the most up to date budget.																												
SPA SPA Changes Requested	Amsden, Katie	6/8/2016 2:31 PM																										
Please obtain an updated budget from NU to reflect the current grant period, then submit the changes back. Thank you!																												
SPA Take-Assign Ownership	Amsden, Katie	6/8/2016 2:27 PM																										

# Outgoing Subaward Amendment

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To:

Rush Principal Investigator: [Jennifer Garcia](#)

## Amendment: Subrecipient Entity Information

The subrecipient entity, PI and site administrator will pull over from your initial subaward request. Please verify these and if they have changed update them.

### 1.0 Subrecipient entity:

[Northwestern University](#)

Indicate the name of the institution in which you are requesting a subaward agreement be created.

### 2.0 \* Subrecipient Principal Investigator:

<input type="button" value="Add"/>				
	First Name	Last Name	Phone	Email
<input type="button" value="Update"/>	Dr. John	Doe	123-456-7890	John_Doe@NU.edu
<input type="button" value="Delete"/>				

Indicate the name of the PI at the institution you would like SPA to create a subaward agreement with.

### 3.0 \* Subrecipient Site Administrator:

<input type="button" value="Add"/>	
Last Name	First Name
<input type="button" value="Update"/> Administrator	Ms. Research
<input type="button" value="Delete"/>	

Indicate the name of the administrative contact at the subrecipient institution. This is the person the agreement will be sent to, please ensure this contact information is up to date

### 4.0 Prime award number / Grant Number:

You will need to fill in the information regarding the prime award number and parent activity number for the amendment.

### 5.0 Parent Fund/ Activity Number:

If available, please provide the fund/activity number given by Rush's Fund Accounting department for main grant/contract.



# Outgoing Subaward Amendment

6.0 What are you amending?

Additional Funding:

Change of PI:  Please provide name of new subrecipient PI:

Scope of Work:

No Cost Extension:

Deobligation (without terminating):

*Reason/Justification for deobligating:*

Amount of deobligation: \$  for a total of \$  for this budget period.

Termination:  Termination effective date:

*Reason/Justification for termination:*

Please indicate what you are amending in the subaward agreement.

7.0 \*Please provide the dates for this budget period for the subrecipient site.

*Most of the time, subrecipients' dates coincide exactly with the prime award. However, the subaward can begin later than the prime award, and cannot go past the ending date on the prime award.*

Please indicate budget period:  to

7.1 Is the scope of work the same as the prior year?  Yes  No [Clear](#)

*If no attach a new/revised scope of work on the next page.*

8.0 How much funding are you issuing to the subrecipient for this budget period?

\* Direct Cost:

\* Indirect Cost:

# Outgoing Subaward Amendment

## Attachments for the Subrecipient package

*These attachments are not required to submit the outgoing subaward request; however, please be aware that if these documents are not included, it may delay the processing of the subaward agreement.*

### 1.0 Detailed Budget for Subrecipient site:

Add				
Name	Modified	Created Date	Version	
Upload Revision	Year 2 Budget	6/9/2016 8:46 AM	6/9/2016 8:46 AM	0.01
				Delete

### 2.0 Statement of Work for Subrecipient site:

Add			
Name	Modified	Created Date	Version
There are no items to display			

### 3.0 Form 3B / Contact Information:

Add			
Name	Modified	Created Date	Version
There are no items to display			

### 4.0 Other Attachments:

Add			
Name	Modified	Created Date	Version
There are no items to display			

### 5.0 Please indicate any additional reporting requirements or special terms you would like to add:

Please extend the end date for NU and provide the additional amount of funding for year 2 of this grant!

When submitting a request for an amendment please provide the associated documents on the attachments page.

*Note: This subaward amendment agreement will be sent to the Administrative Contact provided. If it needs to be sent to someone else, it will be your department's responsibility to send it to that person.*

# Outgoing Subaward Amendment

### Current State

Pre-submission

### Project Editor

 [Edit Subaward Amendment](#)

 [Printer Version](#)

### My Activities

 [Request PI to Submit](#)


 [Email Study Staff](#)

Don't forget to request the PI to submit the amendment.

## Subaward Amendment Summary Workspace - 09031805-Sub01-Amend01

Title:	Office of Research Affairs Test						
Rush PI:	<a href="#">Jennifer Garcia</a>						
Subrecipient Institution:	<a href="#">Northwestern University</a>	Direct Cost:	\$35,000.00				
Subrecipient PI:	<table><thead><tr><th>Last Name</th><th>First Name</th></tr></thead><tbody><tr><td>Doe</td><td>Dr. John</td></tr></tbody></table>	Last Name	First Name	Doe	Dr. John	Indirect Cost:	\$19,250.00
Last Name	First Name						
Doe	Dr. John						
Subrecipient Site Admin:	<table><thead><tr><th>Last Name</th><th>First Name</th></tr></thead><tbody><tr><td>Administrator</td><td>Ms. Research</td></tr></tbody></table>	Last Name	First Name	Administrator	Ms. Research	Total:	\$54,250.00
Last Name	First Name						
Administrator	Ms. Research						
Grant/Award #:	5R01CA123456-02	Parent Fund Number:	912345-0618				
Budget period:	6/1/2017 - 5/31/2018						


### History Subaward Amendment Documents

Activity	Description	Author	Activity Date
 Create Subaward Amendment		Garcia, Jennifer	6/9/2016 8:07 AM

# Outgoing Subaward Amendment

## Outgoing Subawards

Export


ID	Title	PI	Modified Date	Project State	
09031805-Sub01	Office of Research Affairs Test	Jennifer Garcia	6/9/2016 8:07 AM	Subaward Generated	

1 items      < page 1 of 1 >      10 / page

## Outgoing Subaward Amendments

The PI will login to the portal and in their inbox they will see a section for Outgoing Subaward Amendments, this project will be listed there and pending their approval

Export

ID	Title	PI	Modified Date	Project State	
09031805-Sub01-Amend01	Office of Research Affairs Test		6/9/2016 9:46 AM	Awaiting PI to Submit	

1 items      < page 1 of 1 >      10 / page

# Outgoing Subaward Amendment

### Current State

Awaiting PI to Submit

### Project Editor

 [Edit Subaward Amendment](#)

 [Printer Version](#)

### My Activities

 [Submit Amendment](#)



 [Email Study Staff](#)

When the PI clicks on the project it will take them to the Subaward Amendment Summary Workspace. Here they will see the activity to Submit the Amendment.

## Subaward Amendment Summary Workspace - 09031805-Sub01-Amend01

Title:	Office of Research Affairs Test		
Rush PI:	Jennifer Garcia		
Subrecipient Institution:	Northwestern University	Direct Cost:	\$35,000.00
Subrecipient PI:	Last Name Doe	First Name Dr. John	Indirect Cost: \$19,250.00
Subrecipient Site Admin:	Last Name Administrator	First Name Ms. Research	Total: \$54,250.00
Grant/Award #:	5R01CA123456-02		Parent Fund Number: 912345-0618
Budget period:	6/1/2017 - 5/31/2018		

### History Subaward Amendment Documents

Activity	Description	Author	Activity Date
 Request PI to Submit		Amsden, Katie	6/9/2016 9:46 AM
 Create Subaward Amendment		Garcia, Jennifer	6/9/2016 8:07 AM

### Submit Amendment

The following action will submit the form to the Sponsored Program Administrator.

I, [Jennifer Garcia](#) hereby attest that the information submitted in this form is accurate and complete.

In order to submit the form, you must agree with the above statement by clicking the check box and then click **OK**

The PI will be prompted to attest to the information submitted for the outgoing subaward amendment.

# Outgoing Subaward Amendment

## Current State

Awaiting Department Approval

## Project Editor

 [Edit Subaward Amendment](#)

 [Printer Version](#)

## My Activities

 [Request Changes](#)

 [Issue Department Approval](#)

 [Admin](#)

 [Email Study Staff](#)

## Subaward Amendment Summary Workspace - 09031805-Sub01-Amend01

Title:	Office of Research Affairs Test						
Rush PI:	<a href="#">Jennifer Garcia</a>						
Subrecipient Institution:	Northwestern University	Direct Cost:	\$35,000.00				
Subrecipient PI:	<table><tr><th>Last Name</th><th>First Name</th></tr><tr><td>Doe</td><td>Dr. John</td></tr></table>	Last Name	First Name	Doe	Dr. John	Indirect Cost:	\$19,250.00
Last Name	First Name						
Doe	Dr. John						
Subrecipient Site Admin:	<table><tr><th>Last Name</th><th>First Name</th></tr><tr><td>Administrator</td><td>Ms. Research</td></tr></table>	Last Name	First Name	Administrator	Ms. Research	Total:	\$54,250.00
Last Name	First Name						
Administrator	Ms. Research						
Grant/Award #:	5R01CA123456-02	Parent Fund Number:	912345-0618				
Budget period:	6/1/2017 - 5/31/2018						

Once the PI has submitted the request, it will move along to the department approver's inbox. They will click on the project and within the workspace they will see the activity to approve this request and move it along to SPA.

Amendments

Description	Author	Activity Date
	Garcia, Jennifer	6/13/2016 9:56 AM

### Issue Department Approval

The following is the list of Approval Departments. All the Approval Departments must approve this outgoing subaward amendment request before it can be forwarded on in the process.

Department Name

Office of Research Affairs

I hereby attest that the information submitted in this form is accurate and complete.

Department Approvals:

name

Office of Research Affairs

Additional Comments:

The department approver will be prompted to attest to the information submitted for the outgoing subaward amendment and give department approval.

# Outgoing Subaward Amendment

**Current State**

Subaward Generated



**Project Editor**

[Edit Subaward Amendment](#)

[Printer Version](#)

**My Activities**

[Email Study Staff](#)

You can check the status of your subaward amendment by looking at the history and above by viewing the current state



## Subaward Amendment Summary Workspace - 09031805-Sub01-Amend01



<b>Title:</b>	Office of Research Affairs Test						
<b>Rush PI:</b>	<a href="#">Jennifer Garcia</a>						
<b>Subrecipient Institution:</b>	Northwestern University	<b>Direct Cost:</b>	\$35,000.00				
<b>Subrecipient PI:</b>	<table border="1"> <tr> <th>Last Name</th> <th>First Name</th> </tr> <tr> <td>Doe</td> <td>Dr. John</td> </tr> </table>	Last Name	First Name	Doe	Dr. John	<b>Indirect Cost:</b>	\$19,250.00
Last Name	First Name						
Doe	Dr. John						
<b>Subrecipient Site Admin:</b>	<table border="1"> <tr> <th>Last Name</th> <th>First Name</th> </tr> <tr> <td>Administrator</td> <td>Ms. Research</td> </tr> </table>	Last Name	First Name	Administrator	Ms. Research	<b>Total:</b>	\$54,250.00
Last Name	First Name						
Administrator	Ms. Research						
<b>Grant/Award #:</b>	5R01CA123456-02	<b>Parent Fund Number:</b>	912345-0618				
<b>Budget period:</b>	6/1/2017 - 5/31/2018						

**History** Subaward Amendment Documents

Activity	Description	Author	Activity Date
SPA	Upload Fully Executed and Sent to Fund Accounting	Amsden, Katie	6/9/2016 10:19 AM
	See attached fully executed amendment 1.		
SPA	Upload partially executed	Amsden, Katie	6/9/2016 10:18 AM
	Partially executed amendment has been emailed to ResearchAdmin@NU.edu.		
SPA	Take-Assign Ownership	Amsden, Katie	6/9/2016 10:16 AM
	Owner is Katie Amsden		
Dept	Approved by Department	DeMarco, Antonio	6/9/2016 9:59 AM
PI	Submit Amendment	Garcia, Jennifer	6/9/2016 9:55 AM
SS	Request PI to Submit	Amsden, Katie	6/9/2016 9:46 AM
	Create Subaward Amendment	Garcia, Jennifer	6/9/2016 8:07 AM

# Outgoing Subaward Amendment

In the Master Project Summary Workspace, you will see the associated outgoing subawards

Outgoing Subawards									
ID	Name	Project State	Owner	Modified Date	Rush PI	Subrecipient PI	Subrecipient Institution	Prime Sponsor	
09031805-Sub01	Office of Research Affairs Test	Subaward Generated	Katie Amsden	6/9/2016 8:07 AM	Jennifer Garcia	Doe	Northwestern University	NIH - National Institute of Health	
09031805-Sub02	Office of Research Affairs Test	Pre-submission		6/9/2016 10:28 AM	Jennifer Garcia	Doctor	Washington State University	NIH - National Institute of Health	
2 items				◀ page 1 of 1 ▶			5 / page		



# Outgoing Subaward Amendment

Master Projects > Office of Research Affairs Test > Office of Research Affairs Test

## Current State

Subaward Generated

## Project Editor

Edit Subaward

Printer Version

## My Activities

Email Study Staff

Email SPA

Create Subaward Amendment

## Outgoing Subaward Summary Workspace - 09031805-Sub01

When you are in the Outgoing Subaward Summary Workspace, you can access the original subaward under the Subaward Documents tab.

<b>Title:</b>	Office of Research Affairs Test		
<b>Rush PI:</b>	Jennifer Garcia		
<b>Subrecipient Institution:</b>	Northwestern University		<b>Direct cost:</b> \$50,000.00
<b>Subrecipient PI:</b>	Last Name Doe	First Name Dr. John	<b>Indirect cost:</b> \$27,500.00
<b>Subrecipient Site Admin:</b>	Last Name Administrator	First Name Ms. Research	<b>Total:</b> \$77,500.00
<b>Grant/Award #:</b>	1R01CA123456-01		<b>Parent Fund Number:</b> 912345-0617
<b>Budget period:</b>	6/1/2016 - 5/31/2017		

### Subaward Amendment

ID	Name	SmartForm	Date Modified	State
09031805-Sub01-Amend01	Office of Research Affairs Test	[Edit]	6/9/2016 10:19 AM	Subaward Generated
09031805-Sub01-Amend02	Office of Research Affairs Test	[Edit]	6/9/2016 10:39 AM	Awaiting PI to Submit

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You will see the amendments for this subaward here, you will find the associated subaward amendments by clicking in these projects and going to the Subaward Amendment Documents tab.

## History

### Subaward Documents

Activity	Author	Activity Date
Create SubAmendment	Amsden, Katie	6/9/2016 10:39 AM
Create SubAmendment	Garcia, Jennifer	6/9/2016 8:07 AM
Upload fully executed and send to fund accounting	Amsden, Katie	6/8/2016 4:05 PM
Partially Executed Uploaded	Amsden, Katie	6/8/2016 4:05 PM
Partially Executed Agreement has been emailed to ResearchAdmin@NU.edu		
Changes Submitted	Garcia, Jennifer	6/8/2016 4:01 PM
I've now uploaded the most up to date budget.		
SPA Changes Requested	Amsden, Katie	6/8/2016 2:31 PM

Katie Amsden | My Home | Logoff

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- Research FAQ

**Home**

You can find template forms necessary for outgoing subawards by going to the home page of the portal then clicking on "Grants and Contracts"

**New Department Approval List Added to the Rush Research Portal**

Please note that we have loaded in a new list of departments that will be used to identify departments for their required approval on grant, contract and IRB submissions. This is in an effort to standardize the RRP list we use with the list used in the new LINK system. Please see the new list of departments below.

Department	First Name	Last Name	Approver's Email
Academic Affairs- All Colleges	Susanna	Chubinskaya	Susanna_Chubinskaya@rush.edu
Anatomy and Cell Biology	Rita	Eaddy	rita_eaddy@rush.edu
	Dale	Sumner	rick_sumner@rush.edu
Anesthesiology	Ken	Tuman	ken_tuman@rush.edu
Behavioral Sciences	Christopher	Grote	cgrote@rush.edu
	Stevan	Hobfoll	Stevan_Hobfoll@rush.edu
Biochemistry	Di	Chen	di_chen@rush.edu
	Wendy	Tedesco	wendy_a_tedesco@rush.edu
Cardiovascular Thoracic Surgery	Michael	Liptay	michael_liptay@rush.edu

Find out more about...



**Grant and Contract Documents**

Title	Version	Created Date
Attachment 3B	0.01	6/9/2016 3:48 PM
Attachment 3B page 2	0.01	6/9/2016 3:48 PM
Budget Template	0.01	6/9/2016 3:49 PM
Confidentiality Agreement (Mutual) 3-2-16	0.02	3/28/2016 2:18 PM
Confidentiality Agreement for RUMC (non-reciprocal) 3-2-16	0.01	3/28/2016 2:21 PM
Quick Reference Guide for Clinical Trial Agreements	0.03	2/11/2016 11:49 AM

# Sponsored Programs Administration Contacts



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