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

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

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

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:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John</td>
<td>Doe</td>
<td>123-456-7890</td>
<td><a href="mailto:John_Doe@NU.edu">John_Doe@NU.edu</a></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Research</td>
<td>Administrator</td>
<td>234-567-8901</td>
<td><a href="mailto:Research_Admin@NU.edu">Research_Admin@NU.edu</a></td>
</tr>
</tbody>
</table>

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:
1R01CA123456-01

5.0 Parent Fund Number:
If available, please provide the fund/activity number given by Rush’s Fund Accounting department for main grant/contract
912345-0617

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: 6/1/2016 to: 6/30/2017

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

* Direct Cost: $50,000.00
* Indirect Cost: $27,500.00
## 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Created Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU Budget</td>
<td>6/3/2016 10:01 AM</td>
<td>6/3/2016 10:00 AM</td>
<td>0.02</td>
</tr>
</tbody>
</table>

### 2.0 Statement of Work for Subrecipient site

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Created Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU SOW</td>
<td>6/3/2016 10:01 AM</td>
<td>6/3/2016 10:01 AM</td>
<td>0.01</td>
</tr>
</tbody>
</table>

### 3.0 Form 3B / Subrecipient Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Created Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach_3B.pdf</td>
<td>6/3/2016 10:03 AM</td>
<td>6/3/2016 10:03 AM</td>
<td>0.01</td>
</tr>
</tbody>
</table>

### 4.0 Other Attachments

There are no items to display.

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

### Executed Agreement:

#### 6.0 Partially Executed Agreement

There are no items to display.

#### 7.0 Fully Executed Agreement

There are no items to display.
Outgoing Subaward Request Walkthrough

Outgoing Subaward Summary Workspace - 09031805-Sub01

Title: Office of Research Affairs Test
Rush PI: Jennifer Garcia
Subrecipient Institution: Northwestern University
Subrecipient PI: Last Name: Doe, First Name: Dr. John
Subrecipient Site Admin: Last Name: Research
Grant/Award #: 1R01CA123456-01
Budget Period: 6/1/2016 - 5/31/2017
Total: $77,500.00
Parent Fund Number: 912345.0617

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 Subawards

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>PI</th>
<th>Modified Date</th>
<th>Project State</th>
</tr>
</thead>
<tbody>
<tr>
<td>09031805-Sub01</td>
<td>Office of Research Affairs Test</td>
<td>Jennifer Garcia</td>
<td>6/3/2016 10:17 AM</td>
<td>Awaiting PI to Submit</td>
</tr>
</tbody>
</table>

1 items

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 Amendments

No data to display.
Outgoing Subaward Request Walkthrough

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.

The PI will be prompted to attest to the information submitted for the outgoing subaward.
Outgoing Subaward Request Walkthrough

Outgoing Subaward Summary Workspace - 09031805-Sub01

Title: Office of Research Affairs Test

Rush PI: Jennifer Garcia

Subrecipient Institution: Northwestern University

Subrecipient PI: Doe, Dr. John

Subrecipient Site Admin: Last Name, First Name

Grant/Award #: 1R01CA122456-01

Budget period: 6/1/2016 - 5/31/2017

Direct cost: $50,009.00
Indirect cost: $27,500.00
Total: $77,500.00

Parent Fund Number: 912345-6017

Subaward Amendment

No data to display.

History

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! | Amsden, Katie | 6/3/2016 9:54 AM
Create Subaward Request | | |

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:
Outgoing Subaward Request Walkthrough

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.

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

Then, use the “submit changes” activity to route the changes back.
Outgoing Subaward Request Walkthrough

Outgoing Subaward Summary Workspace - 09031805-Sub01

- Title: Office of Research Affairs Test
- Rush PI: Jennifer Garcia
- Subrecipient Institution: Northwestern University
- Indirect cost: $27,500.00
- Direct cost: $50,000.00
- Total: $77,500.00
- Grant/Award #: 1R01CA123456-01
- Parent Fund Number: 912345-0617
- Budget period: 6/1/2016 - 5/31/2017

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

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

- Partially Executed uploaded
- Author: Amsden, Katie
- Activity Date: 6/8/2016 4:05 PM

Extra info: Partially Executed Agreement has been emailed to ResearchAdmin@NU.edu
Rush Research Portal
Outgoing Subaward Amendment Request Walkthrough
Outgoing Subaward Amendment

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.

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

Rush Principal Investigator: Jennifer Garcia

Amendment: 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:

Add

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John</td>
<td>Doe</td>
<td>123-456-7890</td>
<td><a href="mailto:John_Doe@NU.edu">John_Doe@NU.edu</a></td>
</tr>
</tbody>
</table>

Update Dr. John Doe 123-456-7890 John_Doe@NU.edu 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:

Add

<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>

Update Administrator Ms. Research 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:
5R01CA123456-02

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:
912345-0616

If available, please provide the fund/activity number given by Rush’s Fund Accounting department for main grant/contract.
6.0 What are you amending?

Additional Funding: ☑

Change of PI: ☐ Please provide name of new subrecipient PI: [Blank]

Scope of Work: ☐

No Cost Extension: ☐

Deobligation (without terminating): ☐

Reason/Justification for deobligating:

Amount of deobligation: $[Blank] for a total of $[Blank] for this budget period.

Termination: ☐ Termination effective date: [Blank]

Reason/Justification for termination:

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

Most of the time, subrecipient’s 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: 6/1/2017 ☑ to 5/31/2018 ☑

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: $35,000.00

* Indirect Cost: $19,250.00
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:

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Modified</th>
<th>Created Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 2 Budget</td>
<td>6/9/2016 8:46 AM</td>
<td>6/9/2016 8:46 AM</td>
<td>0.01</td>
</tr>
</tbody>
</table>

2.0 Statement of Work for Subrecipient site:

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Modified</th>
<th>Created Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display

3.0 Form 3B / Contact Information:

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Modified</th>
<th>Created Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display

4.0 Other Attachments:

<table>
<thead>
<tr>
<th>Add</th>
<th>Name</th>
<th>Modified</th>
<th>Created Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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

#### History

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Author</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Subaward Amendment</td>
<td>Garcia, Jennifer</td>
<td>6/9/2016 8:07 AM</td>
<td></td>
</tr>
</tbody>
</table>

Don't forget to request the PI to submit the amendment.
### Outgoing Subawards

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>PI</th>
<th>Modified Date</th>
<th>Project State</th>
</tr>
</thead>
<tbody>
<tr>
<td>09031805-Sub01</td>
<td>Office of Research Affairs Test</td>
<td>Jennifer Garcia</td>
<td>6/9/2016 8:07 AM</td>
<td>Subaward Generated</td>
</tr>
</tbody>
</table>

**Note:**

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.

---

### Outgoing Subaward Amendments

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>PI</th>
<th>Modified Date</th>
<th>Project State</th>
</tr>
</thead>
<tbody>
<tr>
<td>09031805-Sub01-Amend01</td>
<td>Office of Research Affairs Test</td>
<td></td>
<td>6/9/2016 9:46 AM</td>
<td>Awaiting PI to Submit</td>
</tr>
</tbody>
</table>

1 items

<page 1 of 1>
Outgoing Subaward Amendment

Subaward Amendment Summary Workspace - 09031805-Sub01-Amend01

- **Title:** Office of Research Affairs Test
- **Rush PI:** Jennifer Garcia
- **Subrecipient Institution:** Northwestern Garcia
- **Direct Cost:** $35,000.00
- **Indirect Cost:** $19,250.00
- **Total:** $54,250.00
- **Grant/Award #:** 5R01CA123456-02
- **Parent Fund Number:** 912345-0618
- **Budget period:** 6/1/2017 - 6/30/2018

**History**

- **Activity:** Request PI to Submit
  - **Description:**
  - **Author:** Amsden, Katie
  - **Date:** 6/9/2016 9:46 AM

- **Activity:** Create Subaward Amendment
  - **Description:**
  - **Author:** Garcia, Jennifer
  - **Date:** 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

Subaward Amendment Summary Workspace - 09031805-Sub01-Amend01

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

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.

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

Subaward Amendment Summary Workspace - 09031805-Sub01-Amend01

<table>
<thead>
<tr>
<th>Title:</th>
<th>Office of Research Affairs Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI:</td>
<td>Jennifer Garcia</td>
</tr>
<tr>
<td>Rush PI:</td>
<td>Northwestern University</td>
</tr>
<tr>
<td>Direct Cost:</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Indirect Cost:</td>
<td>$19,250.00</td>
</tr>
<tr>
<td>Total:</td>
<td>$54,250.00</td>
</tr>
<tr>
<td>Grant/Award #:</td>
<td>5R01CA123456-02</td>
</tr>
<tr>
<td>Parent Fund Number:</td>
<td>912345-0618</td>
</tr>
<tr>
<td>Budget period:</td>
<td>6/1/2017 - 5/31/2018</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Author</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA</td>
<td>Upload Fully Executed and Sent to Fund Accounting</td>
<td>Amsden, Katie</td>
<td>6/9/2016 10:19 AM</td>
</tr>
<tr>
<td>SPA</td>
<td>See attached fully executed amendment 1.</td>
<td>Amsden, Katie</td>
<td>6/9/2016 10:18 AM</td>
</tr>
<tr>
<td>SPA</td>
<td>Partially executed amendment has been emailed to <a href="mailto:ResearchAdmin@NU.edu">ResearchAdmin@NU.edu</a>.</td>
<td>Amsden, Katie</td>
<td>6/9/2016 10:16 AM</td>
</tr>
<tr>
<td>SPA</td>
<td>Take-Assign Ownership</td>
<td>Amsden, Katie</td>
<td>6/9/2016 10:15 AM</td>
</tr>
<tr>
<td>SPA</td>
<td>Owner is Katie Amsden</td>
<td>Amsden, Katie</td>
<td>6/9/2016 10:14 AM</td>
</tr>
<tr>
<td>Dept</td>
<td>Approved by Department</td>
<td>DelMarco, Antonio</td>
<td>6/9/2016 9:59 AM</td>
</tr>
<tr>
<td>PI</td>
<td>Submit Amendment</td>
<td>Garcia, Jennifer</td>
<td>6/9/2016 9:55 AM</td>
</tr>
<tr>
<td>SPG</td>
<td>Request PI to Submit</td>
<td>Amsden, Katie</td>
<td>6/9/2016 9:46 AM</td>
</tr>
<tr>
<td></td>
<td>Create Subaward Amendment</td>
<td>Garcia, Jennifer</td>
<td>6/9/2016 9:07 AM</td>
</tr>
</tbody>
</table>
### Outgoing Subawards

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Project State</th>
<th>Owner</th>
<th>Modified Date</th>
<th>Rush PI</th>
<th>Subrecipient PI</th>
<th>Subrecipient Institution</th>
<th>Prime Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>09031805-Sub01</td>
<td>Office of Research Affairs Test</td>
<td>Subaward Generated</td>
<td>Katie Amsden</td>
<td>6/9/2016 8:07 AM</td>
<td>Jennifer Garcia</td>
<td>Doe</td>
<td>Northwestern University</td>
<td>NIH - National Institute of Health</td>
</tr>
</tbody>
</table>

2 items

In the Master Project Summary Workspace, you will see the associated outgoing subawards.
Outgoing 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
Indirect cost: $27,500.00
Total: $77,500.00

Subrecipient PI:
Last Name: Doe
First Name: Dr. John

Subrecipient Site Admin:
Last Name: Administrator
First Name: Ms. Research

Grant/Award #: 1R01CA123465-01
Parent Fund Number: 912345-0617

Budget period: 6/1/2016 - 5/31/2017

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

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

RUSH UNIVERSITY
You can find template forms necessary for outgoing subawards by going to the home page of the portal then clicking on "Grants and Contracts".
Sponsored Programs Administration Contacts

Jennifer Garcia, BS, CRA
Director, Sponsored Programs Administration
Phone: (312) 942-3554
Jennifer_Garcia@rush.edu

Yvonne Harris, MPA, CRA
Senior Grant and Subaward Specialist
Phone: (312) 942-1990
Yvone_Harris@rush.edu

Lorraine Gibson, BA, CRA
Grant and Subaward Specialist
Phone: (312) 942-2411
Lorraine_Gibson@rush.edu

Jennifer Stadler, BA, CRA
Grant and Subaward Specialist
Phone: (312) 563-1989
Jennifer_a_Stadler@rush.edu