## Creating a New Subaward in UFIRST

When UF must engage the work of another entity and that work meets the criteria of a subaward, UF provides the funds to the other entity via a subaward agreement. The DSP Outgoing Subawards Team is notified when the Principal Investigator or Unit Administrator executes the New Subaward activity, completes the Subaward SmartForms and submits the Subaward record for review. New Subaward requests can be created from the UFIRST Award at any time.

To successfully complete the Subaward SmartForms, the Unit Administrator must provide the following information:

1. Legal Name of Subrecipient Entity;
2. Period of performance for the Subaward;
3. Amount of the funding for the Subaward;
2. Name, phone number and email address of Subrecipient PI;
3. Name, phone number and email address of Subrecipient Administrative Contact; and
4. The scope of work, budget and budget justification SPECIFIC to the Subrecipient's work.

To complete the New Subaward activity, follow the steps below:

1. Locate and open the UFIRST Award from which the subaward will be issued. From the Award Workspace, _**click**_ the New Subaward button located on the left side of the Award Summary Workspace.
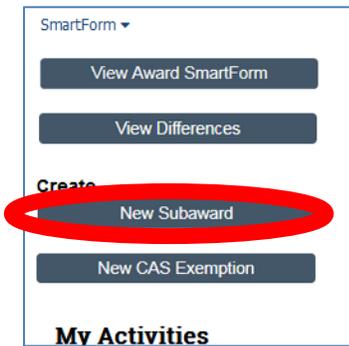
   This will open the New Subaward SmartForms. Enter the Subaward information into the SmartForms. _**REMEMBER: There is help text on the right column of the SmartForms for guidance.**_

2. Select the UF project that will fund the Subaward. Subawards cannot be issued under projects that are in "temp" status.

Project ID	Project Manager	Unit	Unit ID	Project Title	IDC Rate	Project Begin Date	Project End Date
● P0182143	John Ash	MD-OPHTHALMOLOGY	29150000	Regulators of retinal metabolism in healthy and degenerating retinas	52.50%	9/1/2020	6/30/2025
○ P0229367	John Ash	MD-OPHTHALMOLOGY	29150000	Admin Supplement	52.50%	9/30/2021	6/30/2022

3. Select the name of the Subrecipient.

4. Provide a name for the Subaward. This name should help differentiate this Subaward from other subawards that exist under the Award.

5. Select the name of the UF Primary Unit Administrative Contact for the Subaward. This is the designated UF contact for questions regarding the Subaward.

6. Enter the Budget Period Start and End Dates. The Budget Period is the period of time the Subrecipient will have to spend the funds. If the Award is incrementally funded, the Subaward Budget Period should reflect the current funding period of the Award. If the Award is not incrementally funded (all funds have been released), the UF PI has the option to allow the Subaward Budget Period to reflect the entire Award period of performance. The Subaward Budget Period Dates must be within the dates of the UF project.

Enter the Project Period Start and End Dates. The Project Period is the entire anticipated period of performance for the Subaward. The Subaward Project Period must also be within the period of performance of the UF project.

7. Enter the amount of the Subaward to be funded under the <u>current action</u> (cannot exceed the total budget release amount of the Award) and the anticipated <u>total amount</u> for the Subaward over the entire project period (cannot exceed the total anticipated amount on the Award).

   The amount funded under the current action will be encumbered on the selected project. The estimated total for the entire project period will not be encumbered.

9.0	
	Amount funded under this subaward action:
	25000
	Estimated total for entire project period:
	100000

8. If the Subrecipient has committed cost share, select "yes". Enter the amount of committed cost share required to be reported during the <u>current</u> budget period and the estimated <u>total amount</u> of cost share over the entire project period. If there is no committed cost share, select "No".

10.0	
	* **Has the subrecipient committed cost share under this subaward?**
	● Yes ○ No <u>Clear</u>
	* **Cost share amount under this subaward action:**
	* **Estimated total cost share for entire project:**

9. Once Page 1.0 has been completed, click **Continue**.

   ❌ Exit   💾 Save   Continue ➡

   If there are any errors on this page or required information (designated by an *) has not been provided, UFIRST will not allow you to advance until the errors are corrected. The error list will be in red at the top of the SmartForm Page.

   > *Could not update the Subaward due to one or more errors:*
   > *Validation Failed:*
   >
   > ▪ *The Budget Period Start Date cannot occur before the Project Period Start Date.*
   > ▪ *Budget Period Start and End Dates must fall within the date range established by the selected project. P0182143: 9/1/2020 - 6/30/2025*

10. Page 2.0 collects the Subrecipient contact information. The name, phone number and email address of the Subrecipient PI and Subrecipient Administrative Contact are required. The Subrecipient Administrative Contact should be the person to whom the Subaward will be sent for institutional review.

11. Once Page 2.0 has been completed, click *Continue*.

12. On Page 3.0, attach the scope of work, budget and budget justification <u>SPECIFIC</u> to the Subrecipient's work in Scope and Budget Attachments. UF's scope of work, budget and budget justification cannot be substituted for the Subrecipient's documents. If the documents specific to the Subaward are not provided, the request will be returned to the Unit to upload the correct documents.

    Any other documents such as the Subrecipient's Letter of Intent, emails (in PDF form) that discuss reporting needs, and Sponsor prior approvals may be added in Supporting Attachments.

13. Select the appropriate indicator(s) regarding the Subrecipient's engagement with human subjects. If the Subrecipient is engaging human subjects but the Award indicates "No", you must contact the DSP Outgoing Subawards Team before proceeding.

3.0	* Does this subaward involve work with human subjects? ● Yes ○ No _Clear_ * Are human subject activities exempt from federal/state/local government, sponsor, and university regulations on this project? ○ Yes ● No _Clear_

14. Select the appropriate indicator regarding the Subrecipient's engagement with animals. If the Subrecipient is engaging animals but the Award indicates "No", you must contact the DSP Outgoing Subawards Team before proceeding.

4.0	* **Does this subaward involve work with animals?** ○ Yes ● No _Clear_

15. Enter the reporting requirements that the UF PI expects from the Subrecipient.

5.0	* **Frequency that the subrecipient is to complete their technical/progress reports - select all that apply:** ☐ Monthly ☑ Quarterly ☑ Annually ☑ Final ☑ Ad Hoc
6.0	* **Does the project include tangible deliverables beyond progress reports?** ○ Yes ● No _Clear_
7.0	**If ad hoc technical/progress reports or tangible deliverables beyond progress reports are required, list/explain here:** Subrecipient Institution must provide a separate report for each webinar/workshop attended. Subrecipient Investigators must participate in a monthly call.

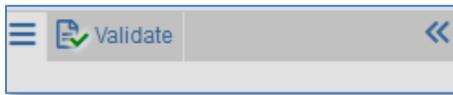16. Provide any additional information pertinent to the Subaward request.

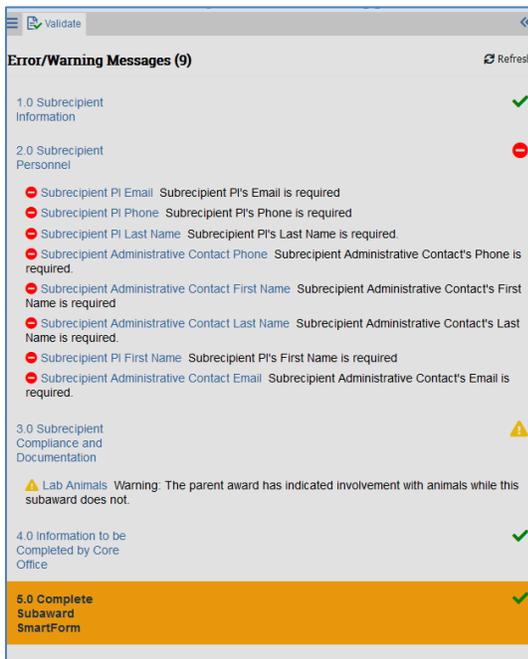| 8.0	**Additional Notes:** The Award PI wants to release the first year of funds only

17. Once Page 3.0 has been completed, click *Continue* and advance to Page 5.0.

18. As indicated in the instructions on Page 5.0, check the SmartForm for errors by clicking "*Validate*" on the left side of the form:

5.0 Complete Subaward SmartForm

In the page navigator to the left, select "Validate" to validate that the form is complete. Update any errors or incomplete sections.

Click "Finish" below and then the "Submit for Review" button on the left hand Activities screen. Here is an image of this activity for reference:

✔ Submit for Review

Any errors that are present will be listed:

Click on the SmartForm page in the Error/Warning Message box to navigate to the error. Once all errors have been addressed and validation is passed, click the "*Finish*" button to return to the Subaward Workspace.

19. The Subaward state is "Pending Responsible Unit Edits: Pending Active Award" or "Pending Responsible Unit Edits (Award Active)", depending on whether the Award has integrated into myUFL.

From the Subaward Workspace, click "***Submit for Review***" and receive the following message:
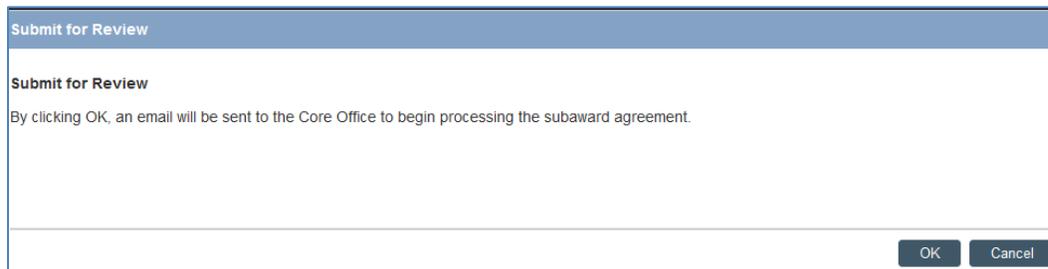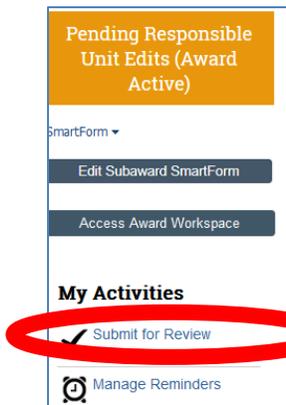
20. Click "***OK***". If the Award is active, the Subaward will transition to "Core Office Review" and the DSP Outgoing Subawards Team is notified that the record is ready for review. If the Award has not yet integrated into myUFL, the Subaward will transition to "Draft Complete (Pending Active Award)" state. Once the Award is active, the Subaward will automatically transition to "Core Office Review".

For any questions, please contact the DSP Outgoing Subawards Team at UFSubawards@ufl.edu or (352) 392-0239.