

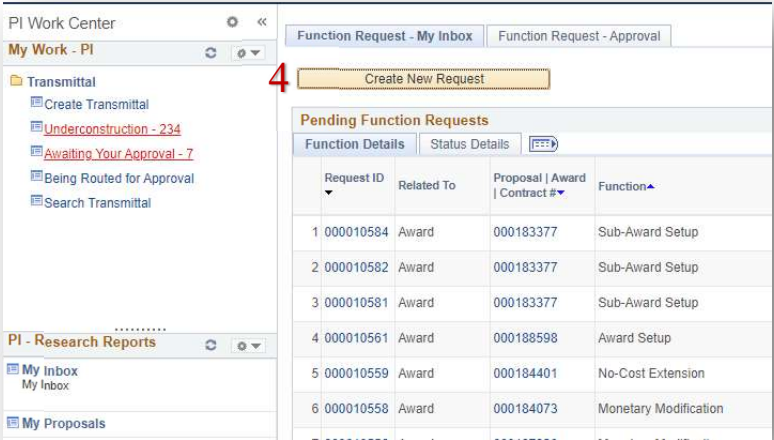
Office of Contracts and Grants

PeopleSoft Grants Functions (PI/Campus)

Instructions to Submit Subaward Modification Function

Related to: Award	Description: This function is created by campus when a PI needs to request a subaward mod be issued on their award. It can be submitted by the PI or a designated staff member with PS Grants access.
Function: Subaward Mod	
Created by: Campus	

1. Log into **AccessUH**
2. Click on **PI WorkCenter**
3. Click on **My Inbox** under the PI – Research Reports section on the left side of screen
4. Click on **Create New Request**
5. Confirm **00730** is entered in Business Unit field
6. Click on **Related to** dropdown
7. Select **Award**
8. Click on **Magnifying Glass** next to function
9. Select **Sub-Award Modification**



PI Work Center

My Work - PI

Transmittal

- Create Transmittal
- Underconstruction - 234
- Awaiting Your Approval - 7
- Being Routed for Approval
- Search Transmittal

PI - Research Reports

My Inbox

My Proposals

Function Request - My Inbox

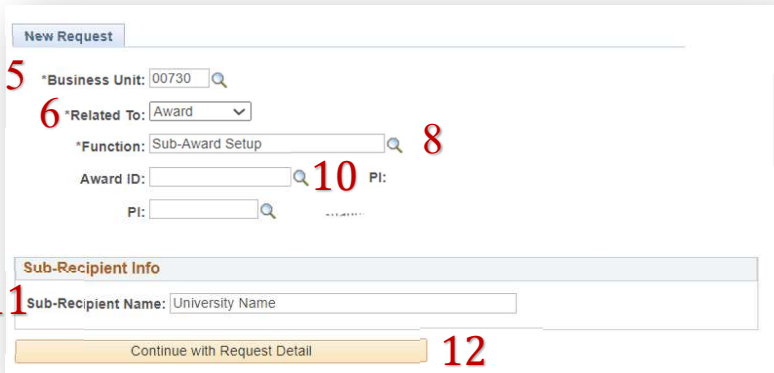
Function Request - Approval

Create New Request

Pending Function Requests

Request ID	Related To	Proposal Award Contract #	Function
1 000010584	Award	000183377	Sub-Award Setup
2 000010582	Award	000183377	Sub-Award Setup
3 000010581	Award	000183377	Sub-Award Setup
4 000010561	Award	000188598	Award Setup
5 000010559	Award	000184401	No-Cost Extension
6 000010558	Award	000184073	Monetary Modification

10. Enter **Award ID**
 - a. If Award ID is not known, click on **Magnifying Glass**
 - b. Confirm Empl ID = PI Employee ID
 - c. Click Look Up
 - d. Search for the Award ID and click on the hyperlink to select
11. Enter name of subrecipient in **Sub-Recipient Name** field



New Request

*Business Unit: 00730

*Related To: Award

*Function: Sub-Award Setup

Award ID: PI:

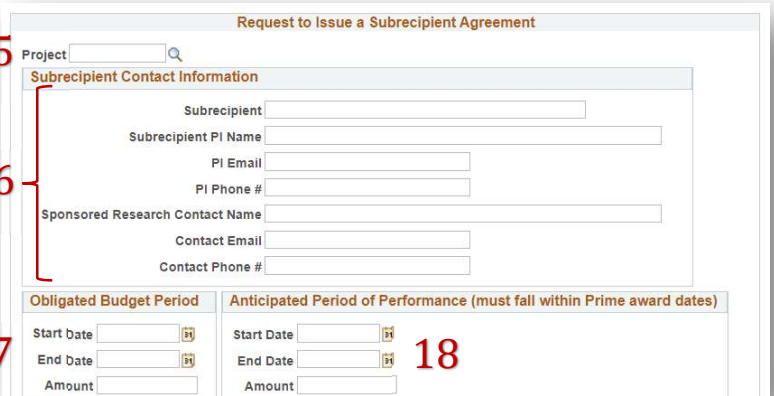
PI:

Sub-Recipient Info

Sub-Recipient Name: University Name

Continue with Request Detail

12. Click **Continue with Request Detail**
13. The Subaward Modification function is opened for the subaward
14. Click on **Magnifying Glass** next to Project and select the project ID this will be issued on
15. Enter **Subrecipient Contact Information** (All fields are required)
16. Enter **Obligated Budget Period** and **Amount** (Period and amount authorized for use)
17. Enter **Anticipated Budget Period** and **Amount** (Period and amount planned for use)



Request to Issue a Subrecipient Agreement

Project

Subrecipient Contact Information

Subrecipient

Subrecipient PI Name

PI Email

PI Phone #

Sponsored Research Contact Name

Contact Email

Contact Phone #

Obligated Budget Period

Start Date

End Date

Amount

Anticipated Period of Performance (must fall within Prime award dates)

Start Date

End Date

Amount

Office of Contracts and Grants

PeopleSoft Grants Functions (PI/Campus)

19. Provide responses and additional information as needed for **Amendment Information** section

20. Read **Submitter's Certification**

21. Click on **Save**

22. Scroll up to the top of form

23. Click **Documents** button to upload any required documents to submit with request

24. Click **Upload Document**

25. Enter **File Name** – This should describe the document being uploaded.

26. Click **Upload Document**

27. Click **Choose File**

28. Select file and click **Open**

29. Click **Upload**

30. Click **Ok** on the message pop-up

31. Repeat steps 26 – 32 until all documents have been uploaded

32. Click **Return**

33. Click **Return to Form**

34. Confirm all information is accurate and complete

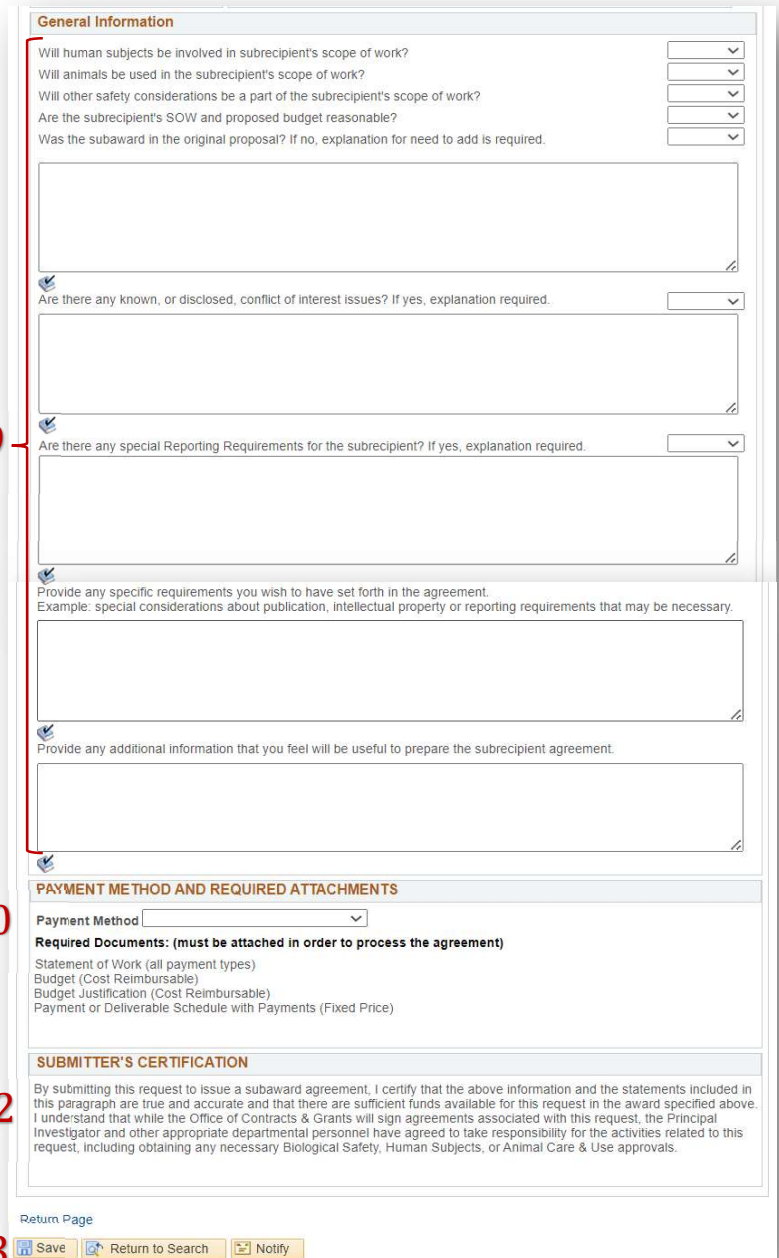
35. Click **Submit**

19

20

22

23



General Information

Will human subjects be involved in subrecipient's scope of work?
 Will animals be used in the subrecipient's scope of work?
 Will other safety considerations be a part of the subrecipient's scope of work?
 Are the subrecipient's SOW and proposed budget reasonable?
 Was the subaward in the original proposal? If no, explanation for need to add is required.
 Are there any known, or disclosed, conflict of interest issues? If yes, explanation required.
 Are there any special Reporting Requirements for the subrecipient? If yes, explanation required.
 Provide any specific requirements you wish to have set forth in the agreement. Example: special considerations about publication, intellectual property or reporting requirements that may be necessary.
 Provide any additional information that you feel will be useful to prepare the subrecipient agreement.

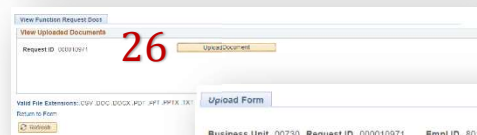
PAYMENT METHOD AND REQUIRED ATTACHMENTS

Payment Method
Required Documents: (must be attached in order to process the agreement)
 Statement of Work (all payment types)
 Budget (Cost Reimbursable)
 Budget Justification (Cost Reimbursable)
 Payment or Deliverable Schedule with Payments (Fixed Price)

SUBMITTER'S CERTIFICATION

By submitting this request to issue a subaward agreement, I certify that the above information and the statements included in this paragraph are true and accurate and that there are sufficient funds available for this request in the award specified above. I understand that while the Office of Contracts & Grants will sign agreements associated with this request, the Principal Investigator and other appropriate departmental personnel have agreed to take responsibility for the activities related to this request, including obtaining any necessary Biological Safety, Human Subjects, or Animal Care & Use approvals.

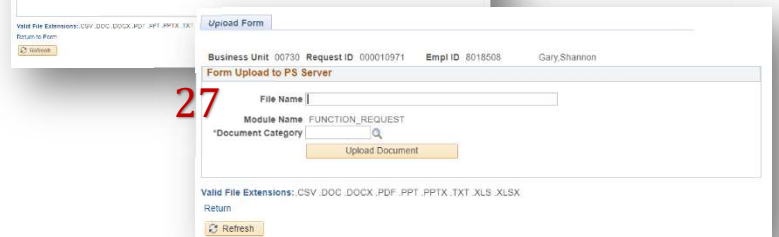
Return Page



View Uploaded Documents

Request ID: 00010971

Valid File Extensions: CSV, DOC, DOCX, PDF, PPT, PPTX, TXT, XLS, XLSX



Upload Form

Business Unit: 00730 Request ID: 00010971 Empl ID: 6018505 Gary Shannon

Form Upload to PS Server

File Name:
 Module Name: FUNCTION_REQUEST
 Document Category:

Valid File Extensions: CSV, DOC, DOCX, PDF, PPT, PPTX, TXT, XLS, XLSX

Return