

Kuali Coeus Research Management (KCRM) User Guide: Create and Modify a Subaward

Version 1.3: June 2015

Purpose: To create a Subaward document to be used for tracking of outgoing subawards.

Trigger / Timing / Frequency: Once an award has been setup which contains an outgoing subaward.

Prerequisites

• The Prime award should be set up in KCRM

User Group Roles: Modify Subawards

Menu Path: Central Admin > Subawards

Tips and Tricks: It is important to pay close attention to data entered manually in KC Subaward for accuracy. Data that is manually entered will be used for reporting purposes and therefore must be accurate. It is also important to Submit the subaward record from the Subawards Action tab whenever making changes to the subaward record. Any changes in status should result in Submitting the subaward record. This is important for the following reasons: submitting a subaward record saves and makes the record available for another user to open the subaward record; submitting the subaward record provides a timestamp for each subaward action that was submitted; submitting the subaward record ensures that your changes were properly saved by finalizing the transaction, and in the case of a newly created subaward record it is a required step to generate the subaward record number.

Results and Next Steps: Once the subaward record is completed, users will be able to upload the executed agreement to the subaward record. Any changes to the subaward that take place can be documented in the subaward record, particularly amendments to the subaward agreement. When an amendment is issued, the user can update the financial history, comments, and other relevant sections of the subaward record and ultimately a subaward modification template can be populated and printed for use with the subrecipient. The signed modification should then be scanned and uploaded back to the subaward record, and the status of the subaward record should be updated accordingly. Finally, all changes should be committed by clicking the Submit button from the Subawards Actions tab.

Process: There are two main actions related to the KC Subaward module: 1) A user can create a subaward record; 2) A user can modify a subaward record. In either action, once each of the required fields have been completed a user will be able to save their progress by clicking Submit from Subawards Actions, and the user will have the ability to generate templates for printing of the Subaward Agreement/Modification, Sponsor Forms, and other relevant documents. Also, users will be able to manually update the status of a subaward record and manage all record keeping for the subaward record for both new and modified subaward records.



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A. Create a new subaward record

Start the transaction in the Kuali Coeus Research Management portal and 1) navigate to the Central Admin Main Menu Tab. 2) Click the Add Subawards icon.

		Provide Peofback
COEUS * Researcher Unit Central Admin H	intenance System Admin	Logged in User: jiking Logan
Pre-Arand Proposal Coverlopment () (S) Proposal Log Proposal Log Problem Anardis Anardi	Pre-Solucistos Compliace Conflict of Interest Didotura Piete Didoturas Non Project Event Disclorures Submitter Disclorures Submitter Disclorures Submitter Disclorures Open and In Project Disclorures Open and In Project Disclorures Protoccali Avimali Numer Participants Disclorures Disclorures	Quicklinks • Schessensick Lock • Schessensick Lock • Schessensick Lock • Schessensick Lock • Addensis Robit • Schessensick Lock • Schessensick Lock • Schessensick • Schessensick Lock • Schessensick • Schessensick Lock • Schessensick Lock • Schessensick Lock • Schessensick • Schessensick • Schessensick • Schessensick • Schessensick • Schessensick • Schessensick

B. Complete the Document Overview

Begin completing the Subaward document by completing information on the Subaward Tab. All required fields on the Subaward Tab must be completed before the Subaward document can be saved.

Subaward	Financial	Custom Data	Template Information	Subaward Actions	Medusa
-			0	0	· · · · · ·

Enter Document Description in the Document Overview Panel for the Subaward document using the following format: SP Number_Sponsor_Name.

The document description is a required field. There is a 30 character limit on this field.

Document Overview	- hide	
Document Overview		
* Description:		
Organization Document Number:	Explanatio	an:



C. Complete the Subaward panel

Complete the information in the Subaward panel.

Subaward	▼ hide		
Subaward		x =	?
Subaward ID:	1	Site Investigator:	14
Version:	1 2	* Subrecipient:	15
Project Start Date:	3	Project End Date:	16
* Subaward Type:	select 4	* FRN:	17
Title:	5	* Status:	select 18
Account ID:	6	Vendor ID:	19
* Requisitioner User Name:	7 9 1	* Requisitioner Unit:	Select 20
Archive Location:	8	Closeout Date:	21
Comments:	9	: 🚜	
Obligated Amount:	0.00 10	Anticipated Amount:	0.00 22
Amount Released:	0.00 11	Available Amount:	0.00 23
Cost Type:	select 12 💌	Execution Date:	24
Requisition ID:	13	Date Received:	25

Data Quality	SOP Definition / Use	Required
1) Subaward ID	Read Only: Automatically assigned by the system. Uniquely identifies the Subaward document.	
	Note: The Subaward ID number can only be used to search for a record once the document has been finalized. Make note of the Document ID (located in the upper right corner of the screen) to quickly locate a Subaward document in process.	
2) Version	Automatically assigned (sequential numeric value) by the system. This number will advance with subsequent maintenance and modifications to this document over the life of the project.	
 Project Start Date 	Click the calendar icon to select, or type in mm/dd/yyyy format to populate the box with the desired date. This field will reflect the start date of the project.	
4) Subaward Type	This field is used to indicate the type of Subaward. At the time of new Subaward creation, the valid options are: Subgrant and Subcontract. Note: These values are shared with Award Type.	Yes



Data Quality	SOP Definition / Use	Required
5) Title	This field is used to capture the Title of the Subaward.	
	Note: When you select an award in the Funding Source	
	panel below, this field will be pre-populated.	
6) Account ID	This field will not be used and does not need to be	
	populated.	
7) Requisitioner User	Click the lookup 🕙 icon to search for and return the name	Yes
Name	of the Employee to populate the box. This field is used to	
	capture the Subaward Administrator.	
8) Archive Location	This field will not be used and does not need to be	
	populated.	
9) Comments	This field is available for use for any notes or comments	
	regarding the Subaward.	
10) Obligated Amount	Read Only: This field will populate from values entered in	
	the Financial tab Obligated Change column field. In the	
	case of multiple line item values, this would be the sum.	
11) Amount Released	Read Only: This field will populate from values entered in	
	the Financial tab Amount Released column field. Note: For	
	BU's purposes, this will always match the Obligated	
	Amount as we will not be updating invoice information	
	within KCRM.	
12) Cost Type	This field reflects the Subaward Agreement Cost Type that	
	should be selected. Choices include: Cost Reimbursement,	
	Fixed Price, Other	
13) Requisition ID	This field will not be used and does not need to be	
	populated.	
14) Site Investigator	Click the lookup 🕙 icon to search the Address Book for the	
	lead investigator of the subaward and return the value to	
	populate the box.	
15) Subrecipient	Click the lookup 🕙 icon to search the Organizations for the	Yes
	subaward location and return the value to populate the	
	box.	
16) Project End Date	Click the calendar 🛄 icon to select, or type in mm/dd/yyyy	
	format to populate the box with the desired date. This field	
	will reflect the end date of the Project.	
17) FRN	The FRN is a required field which holds the 10 digit FRN	Yes
	number.	



Data Quality	SOP Definition / Use	Required
18) Status	This field is used to capture the current status of the	Yes
	Subaward. At the time of new Subaward creation, the	
	options are:	
	1) RA Review	
	2) Subaward RA Initial Review	
	3) Pending New or Updated FRN	
	4) PI/DA Review	
	5) Sent to subrecipient	
	6) Subrecipient requested revisions	
	7) Executed	
	8) Closed	
	9) Early Termination	
19) Vendor ID	This field will not be used and does not need to be	
	populatea.	
20) Requisitioner Unit	To select a the Requisitioner Unit click on the pull down	
	menu to select one of the following options:	
	1) Charles River Campus	
	2) Medical Campus	
21) Closeout Date	This field may be used as part of your closeout process. To	
	maintain a date, Click the calendar 🛄 icon to select, or	
	type in mm/dd/yyyy format to populate the box with the	
	desired date.	
22) Anticipated	Read Only: This field will populate from values entered in	
Amount	the Financial tab based on entries into the Anticipated	
	Change. In the case of multiple line item values, this would	
	be the sum.	
23) Available Amount	Read Only: This field will populate from values entered in	
	the Financial tab from the Obligated Amount. Note: For	
	BU's purposes, this will always match the Obligated	
	Amount as we will not be updating invoice information	
	within KCRM.	
24) Execution Date	This is the date that the subcontract was signed by all	
	parties. To maintain a date, Click the calendar 🛄 icon to	
	select, or type in mm/dd/yyyy format to populate the box	
	with the desired date.	
25) Date Received	This is the date that the date of Notice of Grant Award was	
	received by the sponsored programs office. To maintain a	
	date, Click the calendar 🛄 icon to select, or type in	
	mm/dd/yyyy format to populate the box with the desired	
	date.	



Data Quality	SOP Definition / Use	Required

If you are unable to locate your subrecipient within the Organization list or your site investigator within the Address Book, please submit a ticket to request them to be added.

D. Link an award to this subaward document

The Subaward document should be linked to an Award document that is already in the system. The most recent version of an award will be added and users have the ability to add more than one award. Click on the Award Number 1) Search button to look up and select the Award (see note below for example). Click the 2) Add button to link the Award to the Subaward.

Funding Source										
Funding	Source									?
	* Award Nu	mber:	Sponsor Award ID:	Investigator:	Account ID:	Award status:	Sponsor ID:	Amount:	Obligation End Date:	Actions
Add:	1 9						And Statement of Statements	0.00	ten a contra de la c	add 2

Note: On the 1) Award Look up screen, enter 2) one or more criteria to narrow your search for the Award. 3) Asterisks can be used as wild cards when performing searches in KCRM look up screens

Award Lookup	
r <u>r</u>	* required field

Award ID:	
Sponsor Award ID:	
Account ID:	
Award Status:	select 🗨 🔍 🛄
Sponsor ID:	<u> </u>
Award Title:	
Investigator:	
Lead Unit ID:	Q 1
Lead Unit:	Q 🗐
(search) (cl	ear cancel

The returned values appear right under the search criteria screen. Click the 1) Return Value link next to the appropriate Award.

108 items retrieved, displaying 1 to 100.[First/Prev] 1, 2 [Next/Last]

Return Value	Award ID	Sponsor Award ID	<u>Lead Unit</u> <u>ID</u>	Lead Unit	Account ID	<u>Award</u> <u>Status</u>	Award Title	Sponsor ID	Sponsor <u>Name</u>	Investigator	Project Start Date	Project End Date
<u>return</u> <u>value</u> 1	100014-00001	0000323970	<u>1242040000</u>	ENG BIOMEDICAL ENG	50100014	Closed	COMPARATIVE PHENOTYPIC, FUNCTIONAL, AND MOLECULAR ANALYSIS OF ESC AND	<u>300476</u>	Children's Hospital, Boston	JAMES J COLLINS	09/30/2009	02/29/2012



When returned to the Funding Source panel, as mentioned earlier, click the **Add** button to link the Award to the Subaward document. To view details of the award, Click on 1) Open award, which will open the latest, finalized version of the award document in a separate tab for you to review.

Fundin	g Source			▼ hide	7						
Fundin	g Source										?
	*	Award	Number:	Sponsor Award ID:	Investigator:	Account ID:	Award status:	Sponsor ID:	Amount:	Obligation End Date:	Actions
Add:		9		and the second					0.00		add
1	Open award 1	medusa	100014-00001 Ver. 4	0000323970	JAMES J COLLINS	50100014	Closed	300476 : Children's Hospital, Boston	295,969.00	02/29/2012	delete

E. Add Contacts to Subaward

The Contacts section of the Subaward page gives you a way to select a name and type of contact to associate with that person. After selected, a new subsection appears that displays contact information associated with the person for your reference. This lookup searches the KC Address Book.



If you are unable to locate your contacts within the Address Book, please submit a ticket to request them to be added.

Conta	cts	▼ h	ide \					
Conta	cts	_		_	_	?		
	* Person or Organization	on	* Project Role	Office Phone	Email	Actions		
Add	Non-employee ID: 1	<u> </u>	select 2			add 3		
Dat	a Quality	SOP D	efinition / Use			Required		
1)	Person or	Use th	e lookup tool to search the	Address Book.	Select a result	Yes		
	Organization	to pop	to populate the field.					
	5							
2)	Project Role	One of	One of the following roles for each contact type should be Yes					
	-	selecte	selected:					
		1.	Prime Administrative Con	tact				
		2.	2. Prime Authorized Contact					
		3.	3. Prime Financial Contact					
		_						
		Note: I	Project roles for the contac	ts will be used f	or the template			
		output	t.					
3)	Actions	Click th	ne add button to add your	entry/selection	n the Add row			
, ,		as a so	mentially numbered line ite	entry, selection				
		us u 59	activity numbered line ne					





Even after the line has been added, this remains a field you can modify without having to delete the line item and add a new one to replace it. To do so, select a different item from the drop-down list and then click the **save** button.



If more than one contact is added with the same Project Role (i.e. two individuals added with role of Prime Authorized Official), the templates will populate using the most recently added.



The Closeout panel will not be used at this time.

F. Update Financial tab

	Subaward	Financial	Custom Data	Template Information	Subaward Actions	Medusa
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The Financial tab of the Subaward document is only accessible after you've completed the required fields on the Subaward tab and saved the document without error.

The History of Changes panel is where the subaward administrator will maintain the obligated and anticipated funding levels of the subaward. Over the lifecycle of the subaward, the administrator will update (make changes to) those amounts to create a History of Changes.

tory of Changes	✓ hide	<u> </u>		
Obligated Amount:	0.00	1	Anticipated Amount:	0.00 5
Amount Released:	0.00	2	Available Amount:	0.00 6
Effective Date of Amendment:		3	Amendment No.:	- 7
Budget Start Date:		4	Budget End Date:	8



The Top panel is a **Display Only** section. All updates are made within the History of Changes panel.

Data Quality	SOP Definition / Use	Required
1) Obligated Amount	Display-only: automatically updated based on entries into the Obligated Change column field. In the case of multiple line item values, this would be the sum.	N/A
2) Amount Released	Display-only: Populates from calculation of all Amounts maintained in the Invoice: Amount Released. <i>Note: For BU's</i> <i>purposes, this will always match the Obligated Amount as we</i> <i>will not be updating invoice information within KCRM.</i>	N/A



Da	ta Quality	SOP Definition / Use	Required
3)	Amendment	Effective date of the modification/amendment for FDP	N/A
	Effective Date	Modification form.	
4)	Budget Start Date	The start date of the subcontract performance period for	N/A
		population on the FDP form	
5)	Anticipated Amount	Display-only: automatically updated based on entries into the	N/A
		Anticipated Change. In the case of multiple line item values, this	
		would be the sum. Display-only: automatically updated based on	
		entries into the Anticipated Change. In the case of multiple line	
		item values, this would be the sum.	
6)	Available Amount	Display-only: Populates from calculation of Obligated Amount	N/A
		less all sum of the maintained Invoiced Amounts Released. Note:	
		For BU's purposes, this will always match the Obligated Amount	
		as we will not be updating invoice information within KCRM.	
7)	Amendment No.	The modification number for this transaction for FDP forms. This	N/A
		should be a sequential and unique identification number based	
		on the number of amendments for the subaward.	
8)	Budget End Date	The end date of the subcontract performance period for	N/A
		population on the FDP form.	

History of Changes					?
	FFATA Reporting Date:	* Obligated Change:	* Anticipated Change:	File Name:	Actions
	9	10	11	Browse No file selected. 12	
	Effective Date of Amendment:	Amendment No.:	* Budget Start Date:	* Budget End Date:	
Add:	13	14	15	16	add
	Modification Type:	select 18 •	Comments:	19	17

Data Quality	SOP Definition / Use	Required
9) FFATA Reporting	This field will be used to capture the date that the FFATA report was	
Date	completed. To select the date, click the calendar 🛄 icon to select, or	
	type in mm/dd/yyyy format to populate the box with the desired date.	
10) Obligated Change	Enter the amount of funds being allocated or reduced as of the current	Yes
	action.	
11) Anticipated Change	If needed, enter the amount of funds being allocated or reduced as of	Yes
	the current action.	
12) File Name	Use this field to add an attachment.Click the Browse button to launch	
	your browser's File Upload window, then use it to locate the desired	
	file on your local computer hard drive, expanding folders as necessary,	
	then select the document file (by clicking on it once with your mouse)	
	so that its filename appears in the File name field, then click the Open	
	button. The File Upload window is closed and the File Name field (this	
	field) is populated with the drive/directory/filename path you selected.	
13) Effective Date of	Enter the effective date of the modification for FDP Modification	
Amendment	Template	



Data Quality	SOP Definition / Use	Required
14) Amendment No.	Enter the modification number for this transaction for FDP	
	Modification Template	
15) Budget Start Date	Enter the start date of the subcontract performance period for	Yes
	population on the FDP templates	
16) Budget End Date	Enter the end date of the subcontract performance period for	Yes
	population on the FDP templates	
17) Actions	Click the add button to add your entry/selection in the Add: row as a sequentially numbered line item row below.	
	Click the delete button to remove a previously-added numbered line item row.	
 Modification Type 	The Modification Type field will be used as an indicator for the type of	
	amendment agreement that will be created:	
	1. New	
	2. Continuation	
	3. Increment	
	4. NO COST EXTENSION 5. Other	
	6 Converted Record	
19) Comments	The Comments Field will be used to enter text that will be carried over	
	into the Terms and Conditions section of the Subaward Modification	
	Template.	

G. Update Custom Data tab

	Subaward Financial	Custom Data	Template Information	Subaward Actions	Medusa
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The Custom Data tab contains four panels: General, International Research, Special Review, Subrecipient Review. Complete all fields that apply to the subaward.



General v hide	
General	2
Full Group Name: General	
* FFATA Required (Y/N)	: <u>P 1</u>
* PHS FCOI (Y/N)	: <u>P 2</u>
R&D Award (Y/N)	Y 3
Cost Sharing (Y/N)	• <mark>N 4</mark>
International Research	
International Research	?
Full Group Name: International Research	
* International? (Y/N)	: P 5
If Y, Country.	. 6
Special Review Thide	
Special Review	?
Full Group Name: Special Review	
* IRB Required? (Y/N)	: P 7
IRB Approval Date	8
IRB Expiration Date	9
* IACUC Required? (Y/N)	: P 10
IACUC Approval Date	:1
IACUC Expiration Date	12
Subrecipient Review Thide	
Subrecipient Review	?
Full Group Name: Subrecipient Review	
SAM Completion Date	: 13
* PAFO NC List Checked? (Y/N)	· P 14
PAFO NC List Complete Date	15
* Risk Assessment Required?(Y/N)	P 16
Risk Assessment Complete Date	17
* SPQ Required? (Y/N)	· P 18
SPQ Completion Date	:



Required fields below will be populated with a default value of 'P' [indicating **Pending**]. It will then need to be updated to Y or N as needed.

Data Quality	SOP Definition / Use	Required
1) FFATA Required (Y/N)	"Y" should be entered here if FFATA reporting is required.	Yes
	Otherwise, put "N"	
2) PHS FCOI (Y/N)	"Y" should be entered here if this subaward is subject to PHS	Yes
	FCOI. Otherwise, put "N"	
3) R&D Award (Y/N)	"Y" should be entered here if this subaward is R&D. Otherwise,	
	put "N"	
4) Cost Sharing (Y/N)	"Y" should be entered here if this subaward has Cost Sharing.	
	Otherwise, put "N"	



Data Quality	SOP Definition / Use	Required
5) International? (Y/N)	"Y" should be entered here if this subaward contains research	Yes
	done internationally. Otherwise, put "N"	
6) If Y, Country	If International? Is set to "Y", then the Country in which the	
	research is being performed should be noted. Note: If more	
	than one country must be indicated use a comma to separate	
	the countries.	
7) IRB? (Y/N)	"Y" should be entered here if this subaward contains research	Yes
	subject to IRB approval. Otherwise, put "N"	
8) IRB Approval Date	If IRB? Is set to "Y", then the corresponding approval date	
	should be populated here.	
9) IRB Expiration Date	If IRB? Is set to "Y", then the corresponding expiration date	
	should be populated here.	
10) IACUC? (Y/N)	"Y" should be entered here if this subaward contains research	Yes
	subject to IACUC approval. Otherwise, put "N"	
11) IACUC Approval Date	If IACUC? Is set to "Y", then the corresponding approval date	
	should be populated here.	
12) IACUC Expiration Date	If IACUC? Is set to "Y", then the corresponding expiration date	
	should be populated here.	
13) SAM Completion Date	Enter the completion date for SAM.	
14) PAFO NC List	"Y" should be entered here if PAFO NC List Checked has been	Yes
Checked? (Y/N)	checked. Otherwise, put "N"	
15) PAFO NC List	If PAFO NC List Checked? Is set to "Y", then the corresponding	
Complete Date	date should be populated here.	
16) Risk Assessment	"Y" should be entered here if Risk Assessment Required? has	Yes
Required? (Y/N)	been checked. Otherwise, put "N"	
17) Risk Assessment	If Risk Assessment Required? Is set to "Y", then the	
Complete Date	corresponding date should be populated here.	
18) SPQ Required? (Y/N)	"Y" should be entered here if SPQ Required? has been checked.	Yes
	Otherwise, put "N"	
19) SPQ Completion Date	If SPQ Required? Is set to "Y", then the corresponding date	
	should be populated here.	

H. Complete Template Information

Subaward Financial Custom Data Template Information Subaward Actions Medusa

The information provided in the Template panel is used to populate the FDP agreement forms.



Template	▼ hide		
Template			?
SOW/Budget specified in proposal :	🛇 Yes 🖲 No 🚺	SubProposal Date:	2
Invoice / Payment Contact:	Prime Financial Contact 3	Final Statement of Costs Contact:	Prime Financial Contact 4
Change Requests Contact:	Prime Administrative Contact 5	Termination Contact:	Prime Administrative Contact 👩 💌
No Cost Extension Contact:	Prime Administrative Contact 7	Performance Site same as Org address?:	©Yes ◉No 8
Performance Site same as PI address?:	● Yes ◎ No 9	Sub Registered in CCR?:	
Parent Congressional District:	11	Parent DUNS (if applicable) :	12
Copyrights / Data Rights:	Subrecipient Grants 13 -	Exempt from reporting exec compensation:	© Yes ● No 14
Carry Forward Requests Sent To:	Prime Administrative Contact 15	Automatic Carry Forward:	© Yes [©] No 16
Applicable Program Regulations:	17	Treatment of Program Income Additive:	
Applicable Program Regulations Date:	19		



Default values have been selected for the above information based on most commonly used values. Please verify information and update accordingly.

Da	ta Quality	SOP Definition / Use	Required
1)	SOW/Budget specified in Sub Proposal	The Yes or No radio button choice populates the FDP Agreement form T&C 1 as follows: Yes – box checked for 'As specified in Sub recipient's proposal' No – box NOT checked for 'As specified in Sub recipient's proposal' (Default of 'No')	Yes
2)	Sub Proposal Date	Enter or click the calendar is icon to select to select a date (past, present or future date) to populate the FDP Agreement form T&C 1 'proposal dated' field.	
3)	Invoice/Payment Contact	Use the drop-down list to select a contact; populates in FDP Agreement form T&C 2. Options available in this drop-down list include: Prime Administrative Contact, Prime Financial Contact, Prime Authorized Official, Sub Administrative Contact, Sub Financial Contact, Sub Authorized Official.	
4)	Final Statement of Costs Contact	Use the drop-down list to select a contact; populates in FDP Agreement form T&C 3. Options available in this drop-down list include: Prime Administrative Contact, Prime Financial Contact, Prime Authorized Official, Sub Administrative Contact, Sub Financial Contact, Sub Authorized Official.	
5)	Change Requests Contact	Use the drop-down list to select a contact; populates in FDP Agreement form T&C 6. Options available in this drop-down list include: Prime Administrative Contact, Prime Financial Contact, Prime Authorized Official, Sub Administrative Contact, Sub Financial Contact, Sub Authorized Official.	



6)	Termination Contact	Use the drop-down list to select a contact; populates in FDP	
		Agreement form T&C 8. Options available in this drop-down	
		list include: Prime Administrative Contact, Prime Financial	
		Contact, Prime Authorized Official, Sub Administrative	
		Contact, Sub Financial Contact, Sub Authorized Official.	
7)	No Cost Extension	Use the drop-down list to select a contact; populates in FDP	
	Contact	Agreement form T&C 9. Options available in this drop-down	
		list include: Prime Administrative Contact, Prime Financial	
		Contact, Prime Authorized Official, Sub Administrative	
		Contact, Sub Financial Contact, Sub Authorized Official.	
8)	Performance Site	The Yes or No radio button choice populates on the FDP	Yes
	same as Org Address?	Agreement form Attachment 3B (Sub recipient Contacts)	
		with the response for the question 'Is the Performance Site	
		the Same Address as Above?'	
9)	Performance Site	The Yes or No radio button choice populates on the FDP	Yes
	same as PI Address?	Agreement form Attachment 3B (Sub recipient Contacts)	
		with the response for the question 'Is the Performance Site	
		the Same Address as the PI address below?'	
10)	Sub Registered in	The Yes or No radio button choice populates on the FDP	Yes
	CCR?	Agreement form Attachment 3B (Sub recipient Contacts)	
		with 'the response for the question 'Sub recipient currently	
		registered in CCR?	
11)	Parent Congressional	Text entry field (20 characters maximum) will populate the	
	District (if applicable)	(Parent) 'Congressional District' field in FDP Attachment 3B.	
12)	Parent DUNS No. (if	Text entry field (20 characters maximum) will populate the	
	applicable)	(Parent) 'DUNS NO.' field in FDP Attachment 3B.	
13)	Copyrights/Data	Use the drop-down list to select an option; populates in FDP	
	Rights	Agency-Specific Attachment 2 forms 'Special Terms &	
		Conditions section Copyrights' field. Options include:	
		Subrecipient Shall Grant, Subrecipient Shall Not Grant.	
14)	Exempt from reporting	The Yes or No radio button choice populates on the FDP	Yes
	exec compensation	Attachment 3B and 3B page 2 with the response for the	
		question 'Is Sub recipient exempt from reporting	
		compensation?'	
15)	Carry Forward	Use the drop-down list to select an option; populates the	lf
	Request Sent to:	FDP Attachment 2 forms 'Special Terms & Conditions' section	Automatic
		'If No, Carry forward requests must be sent to Prime	Cary
		Recipient's' field. Options available in this drop-down list	Forward
		include: Prime Administrative Contact, Prime Financial	answer =
		Contact, Prime Authorized Official, Sub Administrative	Yes
		Contact, Sub Financial Contact, Sub Authorized Official.	



16) Automatic Carry Forward	The Yes or No radio button choice populates the 'Automatic Carry Forward' field in the FDP Agency Specific Attachments 2 forms 'Special Terms & Conditions' section 'Automatic Carry Forward' field.	Yes
	Yes populates 'Yes' and omits 'If No, Carry forward requests must be sent to Prime Recipient's' text.	
	No populates 'No' and includes 'If No, Carry forward requests must be sent to Prime Recipient's text	
17) Applicable Program	Text entry field (50 characters maximum) will populate the	
Regulations	FDP DOE -Specific Attachment 2 form 'General Terms &	
	Conditions' section 'Applicable Program Regulations' item 2.	
18) Treatment Program	The Yes or No radio button choice populates the FDP NIH-	
Income Additive	Specific Attachment 2 form 'General Terms & Conditions'	
	section 'Treatment of Program Income' item 6.	
	Yes populates 'Additive' and omits the 'Other, Prime	
	Recipient specify alternative from NIH Agreement' text.	
	No omits the 'Additive' text and populates 'Other, Prime Recipient specify alternative from NIH Agreement' text.	
19) Applicable Program	Enter or click the calendar 🛄 icon to select to select a date	lf
Regulations Date	(past, present or future date) to populate the FDP DOE -	'Applicable
	Specific Attachment 2 form 'General Terms & Conditions'	Program
	section 'Applicable Program Regulations' date for item 2.	Regulations' = 'Yes.'



The Reports panel will not be used at this time.

I. Add Attachments

The Attachments panel is used to upload documents specific to the subrecipient FDP agreement. In addition, it is a location where documents associated to the subaward agreement can be stored. 1) Select the appropriate attachment type, 2) enter an attachment description 3) browse for file from your computer and 4) click Add.

Attach	ments (1) 🌟	▼ hide				
Add At	tachment					?
	* Attachment Type:	* Description:	* File ID:	Last Update:	Updated By:	👖 Actions 🗧
Add:	Other 1	sample document 2 2	Browse Subaward.pdf 3	6	7	🔆 add reset
1	Attachment 5: SOW and Budget	sample document	Budget.pdf	10/08/2014 12:10 PM	KING, JENNIFER L	view delete replace
						8 9 10







The Attachment Type selected will determine whether or not the document will be available to 'Print' with the other template documents. If one of the following attachment types is selected, then the document will be available to 'Print': **Attachment 2A; Attachment 3B; Attachment 4; Attachment 5: SOW and Budget; Other.**



The attachment must be a PDF if you'd like it to be available to 'Print' with the other template documents.

Data Quality	SOP Definition / Use	Required
1) Attachment Type	Use the drop-down menu by clicking the down arrow to display the list, and then click on an item in the list to highlight and select it to populate the box with your selection. Options include: Attachment 2A, Attachment 3B, Attachment 4, Attachment 5: SOW and Budget, FFATA, Fully Executed Agreement, Risk Analysis, SPQ, Other.	Yes
2) Description	Provide description of the document (200 character max). Note: If selected Attachment Type is configured to Print, this description will show on the Print panel in the Subaward Attachments section.	Yes
3) File ID	Browse Click browse to use your operating system's Choose File or File Upload dialog window to locate and select the file you want to attach	Yes
4) add Add action	Click [add] after browsing and selecting a file to add as an attachment to save this row to the table below.	
5) reset Reset action	Click [reset] to deselect your option and return to the default. Available until you click add	
6) Last Update	Read only: Populates with the date and time the row was added.	
7) Updated By:	Read only: Populates with the name of the user that added the row.	
Maintained Attachment	actions view delete replace	
8) View	Click the view button to open the file in a separate browser window.	
9) Delete	Click the delete button to delete the subaward attachment row.	



Data Quality	SOP Definition / Use	Required
10) Replace	Click the replace button to exchange the uploaded attachment. Use the browse button to locate the replacement file and then click the add button.	

J. Finalize Record

Subaward Financial	Custom Data	Template Information	Subaward Action	s Medusa

Navigate to the Subaward Actions tab to complete and finalize the subaward document.

Data Validation	▶ show	
Print	▶ show	
Ad Hoc Recipients	► show	
Route Log	> show	
	submit save reload close	



Print functionality will be covered in a separate user guide. Refer to the Print Templates and Attachments User Guide for Subawards.

K. Address Book

Reviewing the Address Book will be necessary in KC Subawards. The Address Book contains contact information for primarily non-BU employees. In order to generate templates remember that the following contacts are found in the Address Book:

- o Prime Contacts (Authorized Official, Financial Contacts, Administrative Contacts) → Attachment 3A
- Subrecipient Investigator \rightarrow FDP Modification, Attachment 3B
- O Subrecipient Contacts (Authorized Official, Financial Contacts, Administrative Contacts) → Attachment 3B
- \circ Subrecipient Institution \rightarrow FDP Modification, Attachment 3B

Note: At Boston University, FDP Attachment 3B will be received as a hard copy from the subrecipient, scanned, and uploaded to the KC Subaward Record.



A ticket must be submitted to request any updates to current records and/or request the new entry be added to the Address Book in KCRM.



The Address Book can be accessed right from the subaward record when searching for a contact. As illustrated below, you can also verify the information that is returned for a contact by clicking the 1) book icon located next to the contact's name.

Contacts		Address Book	
Contacts		Address Book hide	
	* Person or Organization	Address Book Id:	0004
1	Costa, Maria 🖳 1	Address book Id.	Office of Sponsored Programs
		Address Line 1:	85 East Newton Street M-921
		Address Line 2.	of Last Newton Street, M-521
		Address Line 5.	Boston
		Comments:	Doston
		Country Code:	United States
		Country	onited otdees
		State:	MASSACHUSETTS
		Delete Flag:	THE BROKENED
		Email Address:	buprimesubs@bu.edu
		Eax Number:	617-683-4686
		First Name:	Maria
		Last Name:	Costa
		Middle Name:	
		Organization:	Trustees of Boston University
		Owned By Unit:	University
		Phone Number:	617-683-4600
		Postal Code:	02118-2340
		Prefix:	
		Sponsor Address Flag:	No
		Sponsor:	
		Suffix:	
		Title:	

An Address Book entry can also be looked up by visiting the 2) Maintenance Tab and under the Shared section clicking the 3) Address Book link.

COEUS ® Researcher Unit C	entral Admin Maintenance 2
action list	
Shared	Proposals
<u>Activity Type</u> <u>Address Book</u> <u>3</u> <u>Appointment Type</u>	<u>Abstract Type</u> <u>Budget Categ</u> <u>Budget Status</u>

From the Address Book Lookup page use the provided fields to narrow and return results for the search that you are completing. Clicking on the 4) Address Book Id will open a tab displaying all available information for the returned record that you select.





L. Organization Table

Review of the Organization table at times will be necessary, as it contains information about the subrecipient organizations, such as name, DUNS and EIN. When this information is populated in the Organization table, it is then available to be generated on the templates (and future reporting):

- \circ Subrecipient Name \rightarrow FDP Agreement, FDP Modification
- o Subrecipient DUNS
- o Subrecipient EIN



A ticket must be submitted to request any updates to current records and/or request the new subrecipient to be set up in KCRM.

Reminder: Address for the subrecipient is stored in the Address Book.

The Organization Table can be accessed right from the subaward record when searching for a subrecipient. As illustrated below, you can also verify the information that is entered for a subrecipient by clicking the 1) book icon located next to the subrecipient's name.



	303370 🖳 1	Organization	
Subrecipient:	Newton Energy Group LLC	Organization v hide	
		Organization Id:	303370
		Address:	
		Agency Symbol:	
		Animal Welfare Assurance:	
		Cable Address:	
		CAGE Number:	
		Cognizant Auditor:	
		Com Gov Entity Code:	
		Congressional District:	
		Contact Address Id:	303370
		Contact Name:	
		County:	
		DODAC Number:	
		DUNS Number:	9690273460000
		DUNS Plus Four Number:	
		Federal Employer Id:	452996872
		Human Sub Assurance:	
		Incorporated Date:	
		Incorporated In:	
		Indirect Cost Rate Agreement:	
		IRS Tax Exemption:	
		State Employee Claim:	
		State Tax Exempt Num:	
		NSF Institutional Code:	
		Number Of Employees:	
		ONR Resident Rep:	
		Organization Name:	Newton Energy Group LLC
		PHS Account:	
		Science Misconduct Compl Date:	
		Telex Number:	
		Vendor Code:	

An Organization table entry can also be looked up by visiting the 2) Maintenance Tab and under the Shared section clicking the 3) Organization link.





From the Organization Lookup page use the provided fields to narrow and return results for the search that you are completing. Clicking on the 4) Organization Id will open a tab displaying all available information for the returned record that you select.

			Kuali Portal Index	× Kuali :: Inquiry	× +	- 0	×
COEUS ® Researcher U	hit Central Admin Maintenanc	e System Ad	A https://kuali-test.bu.ed	du/kc/kr/inqui ⊽ C 🔀 = Google	▶ ☆ 自 余	ج 📀	=
action list			📙 KUALI 📙 BUworks 🚯 Bost	ton.com 🛄 BU Directory []] IS&T SF	💵 Link 🛄 maps 🔤 SN 💵	TechWeb	>>
ganization Lookup			Organization		expand all col	lapse all	Â
•		7	Organization	- hide			
			organization	• mue			
				Organization Id: 303370		_	
				Address:		_	=
Organization Id:				Agency Symbol:		_	
Organization Name: "neuton"energy"		/	Animal	Welfare Assurance:			
organization name: newton energy	/			CAGE Number		_	
Address:	/			Cognizant Auditor:		_	
Federal Employer Id:			Co	om Gov Entity Code:			
Commentary I Print I A			Con	ngressional District:			
Congressional District:				Contact Address Id: 303370			
DUNS Number:				Contact Name:			
UNS Plus Four Number:				County:		_	
				DODAC Number:		_	
Human Sub Assurance:				DUNS Number: 9690273460	000	_	
CAGE Number:			DUNS	S Plus Four Number:		_	
DODAC Number			Fe	ederal Employer Id: 452996872		_	
DODAC Number.			Hun	Incorporated Date:		_	
Number Of Employees:				Incorporated In:		_	
search clear cancel			Indirect Co	est Rate Agreement:			
			1	IRS Tax Exemption:			
			Sta	ite Employee Claim:			
			Stat	e Tax Exempt Num:			
One item retrieved			NSF	Institutional Code:			
			Nun	mber Of Employees:			
Actions Organization Id	Organization Name	Address		ONR Resident Rep:			
edit copy delete 303370	Newton Energy Group LLC			Organization Name: Newton Ene	rgy Group LLC		
<u>con copy delete</u> <u>303370</u> 4	Newton Energy Group LLC			PHS Account:			
Export options: CSV/ I spreadsheet XMI			Science Misc	conduct Compl Date:			
export optional <u>ersy apreadancer Xnc</u>				Vender Coder			
				10000 0000			





KCRM Document Action Command Buttons Definitions

Submit	Moves the document (through workflow) to the next step in the process. Once a document is submitted, it remains in 'ENROUTE' status until all approvals have taken place. If there is no workflow for a specific document, the budget version will be placed in "To Be Posted" status.
Save	Allows the initiator of a document to save their work and close the document. The document may be retrieved from the initiator's Action List for completion and routing at a later time.
Reload	Refreshes the budget and displays the most recently saved information. Changes which are made but not saved prior to reloading a page are not maintained.
Close	Signifies that you wish to exit the document. The system displays a message asking if you want to save the document before closing. No changes to Action Requests, Route Logs or document status occur as a result of a Close action. If you initiate a document and close it without saving, it is the same as canceling that document.