BOSTON UNIVERSITY

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.

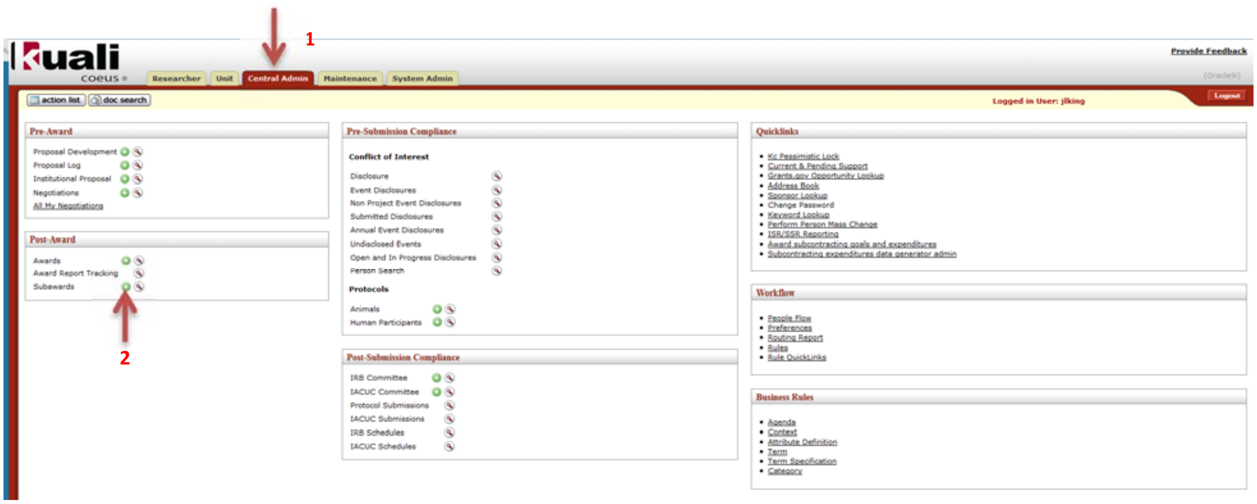
Results and Next Steps: Once the subaward record is completed, users will be able to upload the executed agreement to the subaward record. Any changes to the subaward that take place can be documented in the subaward record, particularly amendments to the subaward agreement. When an amendment is issued, 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.

Contents

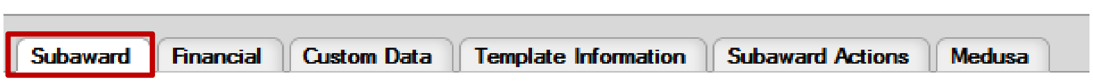
A. Create a new subaward record

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.



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.

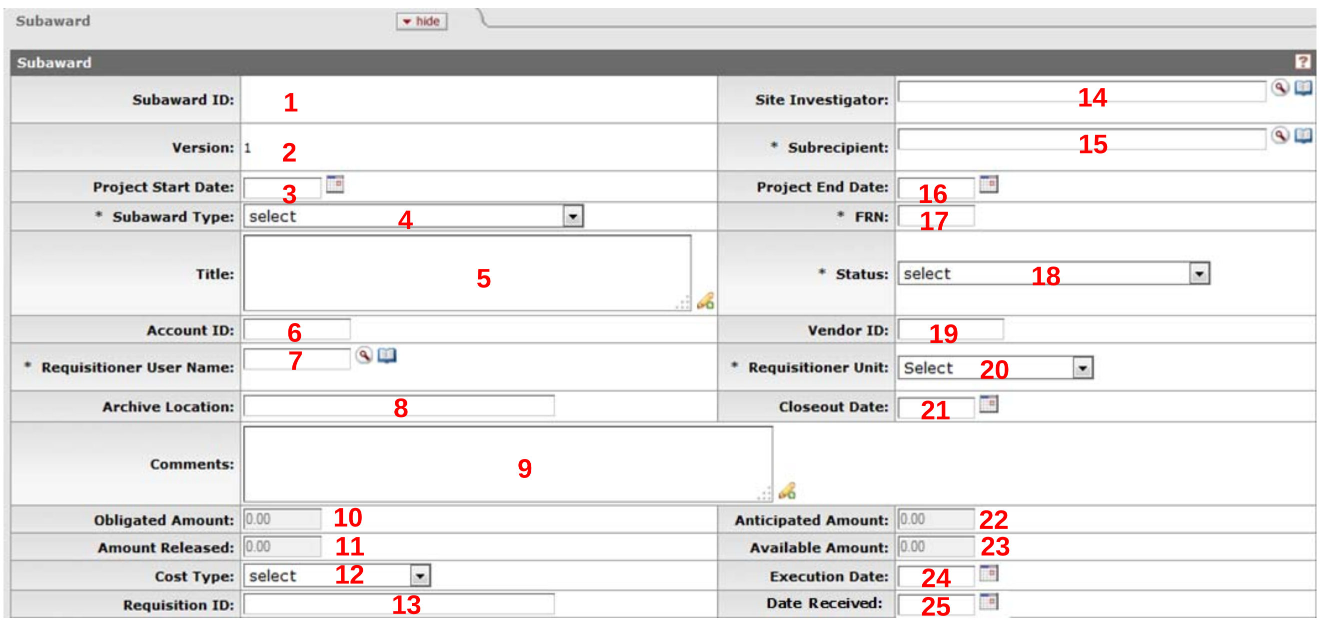


Enter Document Description in the Document Overview Panel for the Subaward document using the following format: SP Number_Sponsor_Name.

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

C. Complete the Subaward panel

Complete the information in the Subaward panel.



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.	
3) 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 Name	Click the lookup icon to search for and return the name of the Employee to populate the box. This field is used to capture the Subaward Administrator.	Yes
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 subaward location and return the value to populate the box.	Yes
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 number.	Yes

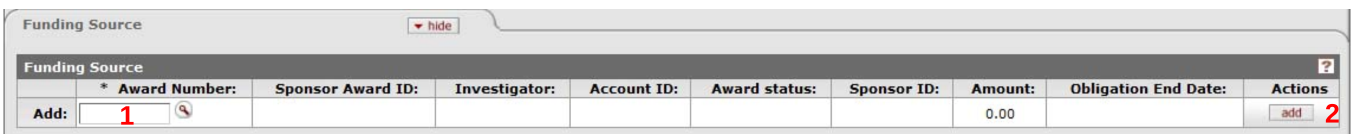
Data Quality	SOP Definition / Use	Required
18) Status	This field is used to capture the current status of the Subaward. At the time of new Subaward creation, the options are: 1) RA Review 2) Subaward RA Initial Review 3) Pending New or Updated FRN 4) PI/DA Review 5) Sent to subrecipient 6) Subrecipient requested revisions 7) Executed 8) Closed 9) Early Termination 10) Cancelled	Yes
19) Vendor ID	*This field will not be used and does not need to be populated.*	
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 Amount	Read Only: This field will populate from values entered in 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

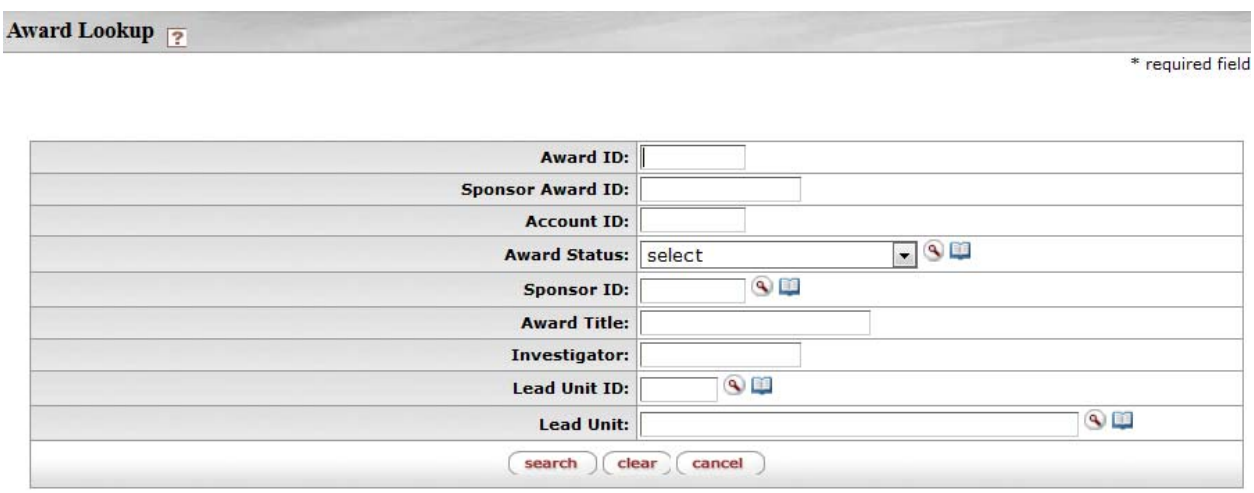
If you are unable to locate your subrecipient within the Organization list or your site investigator within the Address Book, please submit a ticket to request them to be added.

D. Link an award to this subaward document

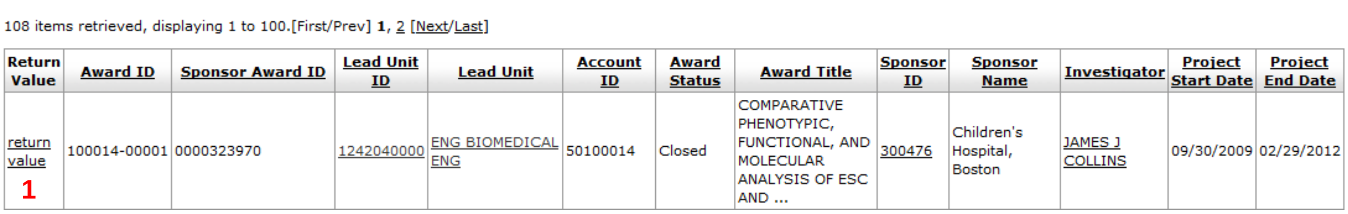
The Subaward document should be linked to an Award document that is already in the system. The most recent version of an award will be added and users have the ability to add more than one award. Click on the Award Number 1) Search button to look up and select the Award (see note below for example).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



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



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



Return Value	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	Project Start Date	Project End Date
return value 1	100014-00001	0000323970	1242040000	ENG BIOMEDICAL ENG	50100014	Closed	COMPARATIVE PHENOTYPIC, FUNCTIONAL, AND MOLECULAR ANALYSIS OF ESC AND ...	300476	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.

Funding Source ▾ hide

Funding Source

	* Award Number:			Sponsor Award ID:	Investigator:	Account ID:	Award status:	Sponsor ID:	Amount:	Obligation End Date:	Actions
Add:									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.

Contacts ▾ hide

Contacts

	* Person or Organization	* Project Role	Office Phone	Email	Actions
Add	Non-employee ID: 1	select 2			add 3

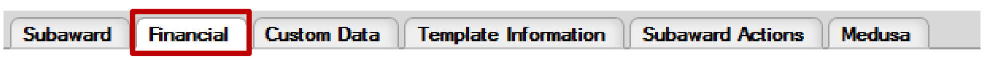
Data Quality	SOP Definition / Use	Required
1) Person or Organization	Use the lookup tool to search the Address Book. Select a result to populate the field.	Yes
2) Project Role	One of the following roles for each contact type should be selected: 1. Prime Administrative Contact 2. Prime Authorized Contact 3. Prime Financial Contact Note: Project roles for the contacts will be used for the template output.	Yes
3) **Actions**	Click the add button to add your entry/selection in the Add row as a squentially numbered line item below.	

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.

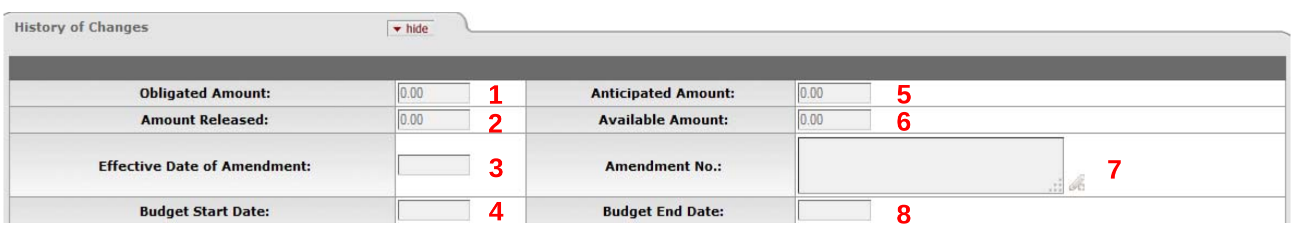
The Closeout panel will not be used at this time.

F. Update Financial tab



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.

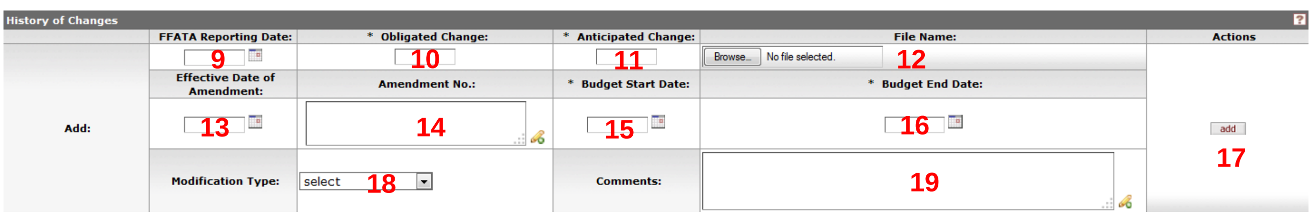
The History of Changes panel is where the subaward administrator will maintain the obligated and anticipated funding levels of the subaward. Over the lifecycle of the subaward, the administrator will update (make changes to) those amounts to create a History of Changes.



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. *Note: For BU's purposes, this will always match the Obligated Amount as we will not be updating invoice information within KCRM.*	N/A

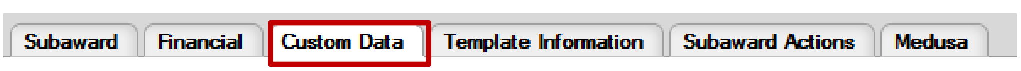
Data Quality	SOP Definition / Use	Required
3) Amendment Effective Date	Effective date of the modification/amendment for FDP Modification form.	N/A
4) Budget Start Date	The start date of the subcontract performance period for population on the FDP form	N/A
5) Anticipated Amount	Display-only: automatically updated based on entries into the 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.	N/A
6) Available Amount	Display-only: Populates from calculation of Obligated Amount 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.*	N/A
7) Amendment No.	The modification number for this transaction for FDP forms. This should be a sequential and unique identification number based on the number of amendments for the subaward.	N/A
8) Budget End Date	The end date of the subcontract performance period for population on the FDP form.	N/A



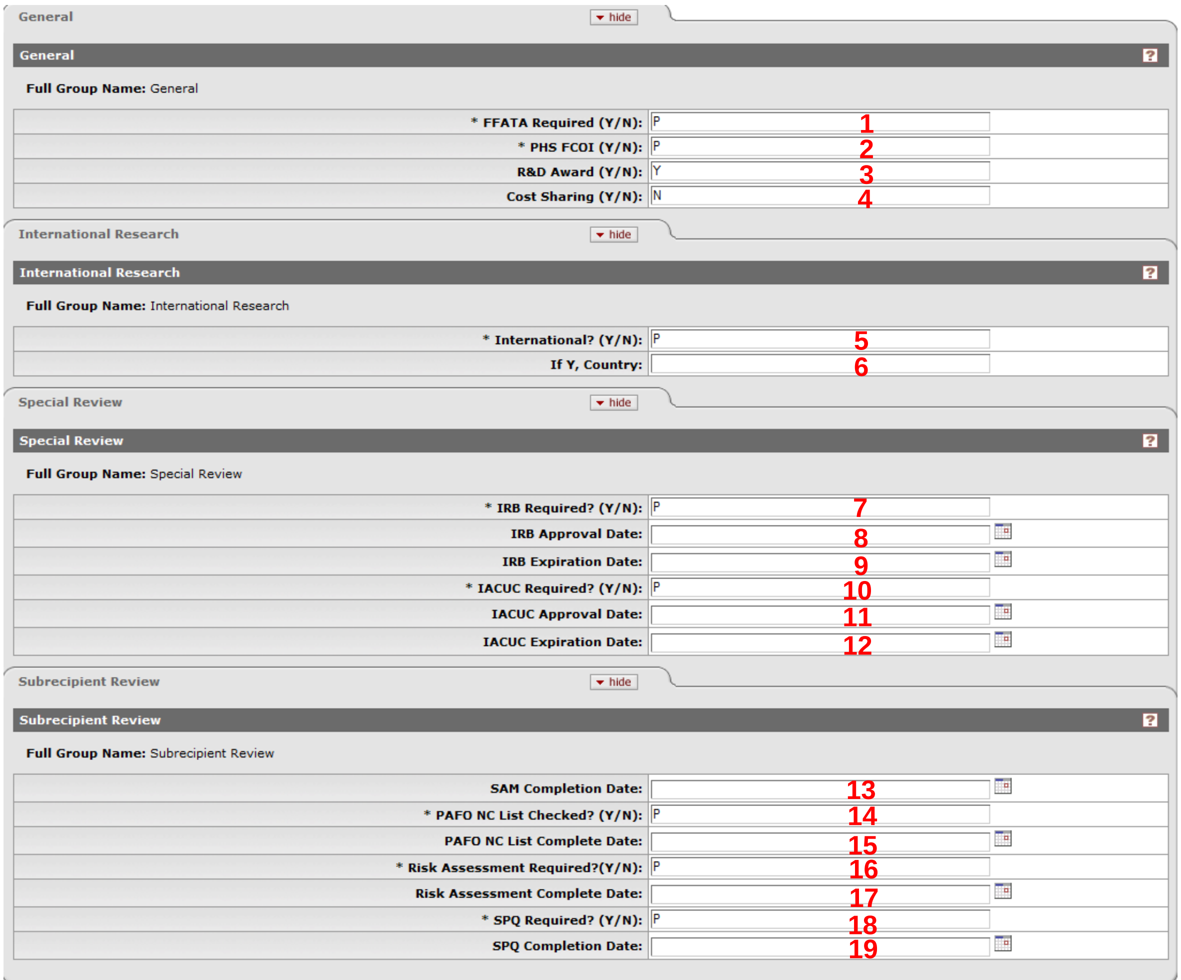
Data Quality	SOP Definition / Use	Required
9) FFATA Reporting Date	This field will be used to capture the date that the FFATA report was completed. To select the date, click the **calendar** icon to select, or type in mm/dd/yyyy format to populate the box with the desired date.	
10) Obligated Change	Enter the amount of funds being allocated or reduced as of the current action.	Yes
11) Anticipated Change	If needed, enter the amount of funds being allocated or reduced as of the current action.	Yes
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 Amendment	Enter the effective date of the modification for FDP Modification 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 population on the FDP templates	Yes
16) Budget End Date	Enter the end date of the subcontract performance period for population on the FDP templates	Yes
17) Actions	Click the **add** [add] button to add your entry/selection in the Add: row as a sequentially numbered line item row below. Click the **delete** [delete] button to remove a previously-added numbered line item row.	
18) 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



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



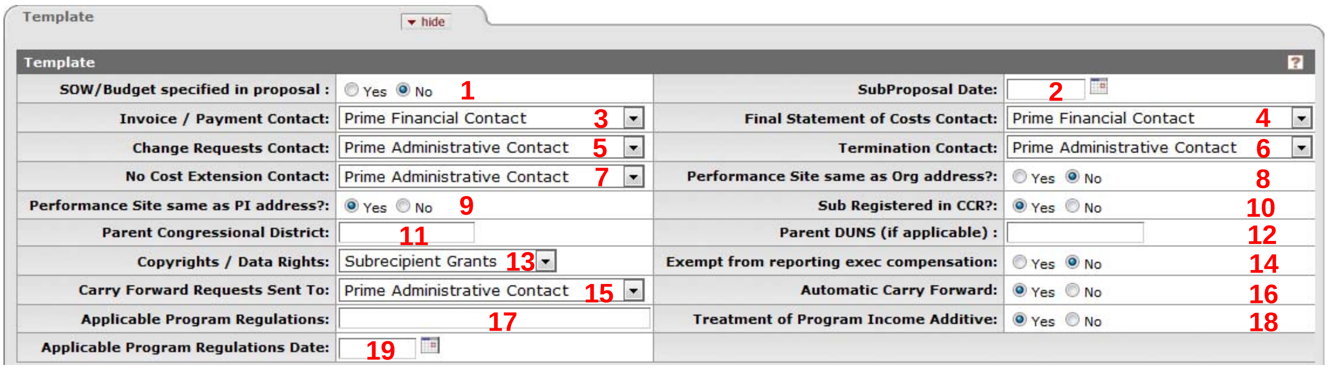
Required fields below will be populated with a default value of 'P' [indicating **Pending**]. It will then need to be updated to Y or N as needed.

Data Quality	SOP Definition / Use	Required
1) FFATA Required (Y/N)	"Y" should be entered here if FFATA reporting is required. Otherwise, put "N"	Yes
2) PHS FCOI (Y/N)	"Y" should be entered here if this subaward is subject to PHS FCOI. Otherwise, put "N"	Yes
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 done internationally. Otherwise, put "N"	Yes
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 subject to IRB approval. Otherwise, put "N"	Yes
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 subject to IACUC approval. Otherwise, put "N"	Yes
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 Checked? (Y/N)	"Y" should be entered here if PAFO NC List Checked has been checked. Otherwise, put "N"	Yes
15) PAFO NC List Complete Date	If PAFO NC List Checked? Is set to "Y", then the corresponding date should be populated here.	
16) Risk Assessment Required? (Y/N)	"Y" should be entered here if Risk Assessment Required? has been checked. Otherwise, put "N"	Yes
17) Risk Assessment Complete Date	If Risk Assessment Required? Is set to "Y", then the corresponding date should be populated here.	
18) SPQ Required? (Y/N)	"Y" should be entered here if SPQ Required? has been checked. Otherwise, put "N"	Yes
19) SPQ Completion Date	If SPQ Required? Is set to "Y", then the corresponding date should be populated here.	

H. Complete Template Information

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



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

Data 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** 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.	

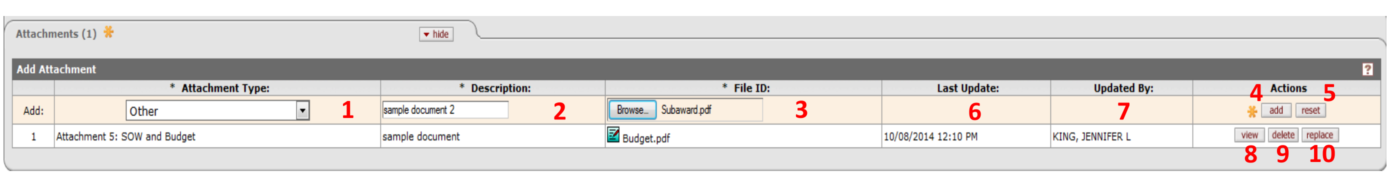
6) Termination Contact	Use the **drop-down list** to select a contact; populates in FDP Agreement form T&C 8. Options available in this drop-down list include: Prime Administrative Contact, Prime Financial Contact, Prime Authorized Official, Sub Administrative Contact, Sub Financial Contact, Sub Authorized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

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** 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	Yes
17) Applicable Program Regulations	**Text entry field** (50 characters maximum) will populate the FDP **DOE**-Specific Attachment 2 form 'General Terms & Conditions' section 'Applicable Program Regulations' item 2.	
18) Treatment Program Income Additive	The **Yes or No radio button** choice populates the FDP **NIH**-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 Regulations Date	Enter or click the **calendar** icon to select to select a date (past, present or future date) to populate the FDP **DOE**-Specific Attachment 2 form 'General Terms & Conditions' section 'Applicable Program Regulations' date for item 2.	If 'Applicable Program 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.



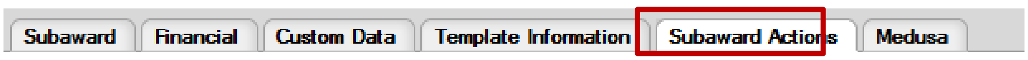
The Attachment Type selected will determine whether or not the document will be available to 'Print' with the other template documents. If one of the following attachment types is selected, then the document will be available to 'Print': **Attachment 2A; Attachment 3B; Attachment 4; Attachment 5: SOW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



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

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

K. Address Book

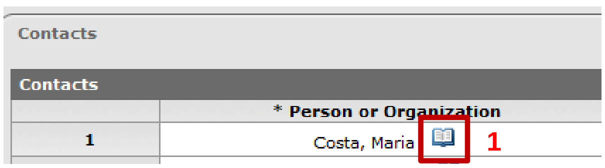
Reviewing the Address Book will be necessary in KC Subawards. The Address Book contains contact information for primarily non-BU employees. In order to generate templates remember that the following contacts are found in the Address Book:

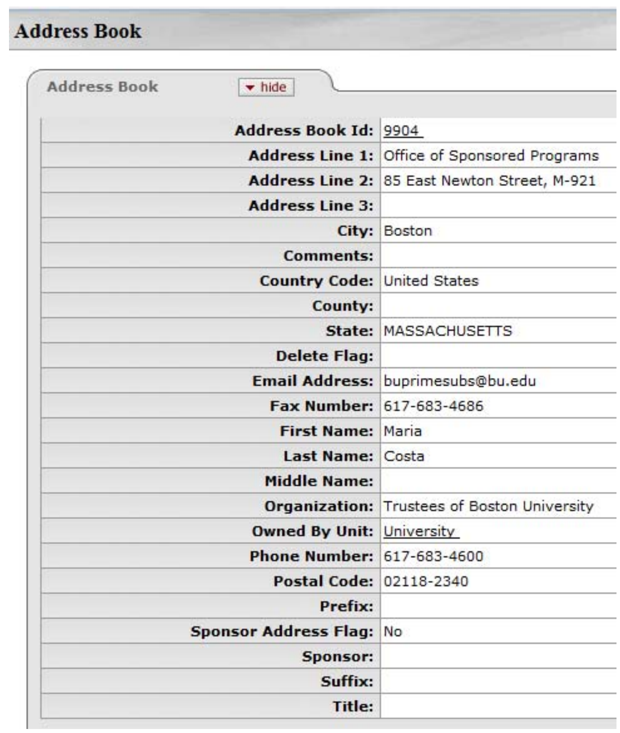
- Prime Contacts (Authorized Official, Financial Contacts, Administrative Contacts) → Attachment 3A
- Subrecipient Investigator → FDP Modification, Attachment 3B
- Subrecipient Contacts (Authorized Official, Financial Contacts, Administrative Contacts) → Attachment 3B
- Subrecipient Institution → FDP 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.

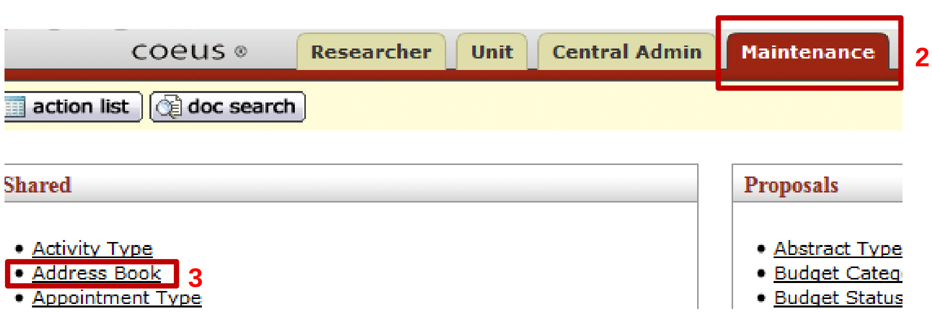
A ticket must be submitted to request any updates to current records and/or request the new entry be added to the Address Book in KCRM.

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.

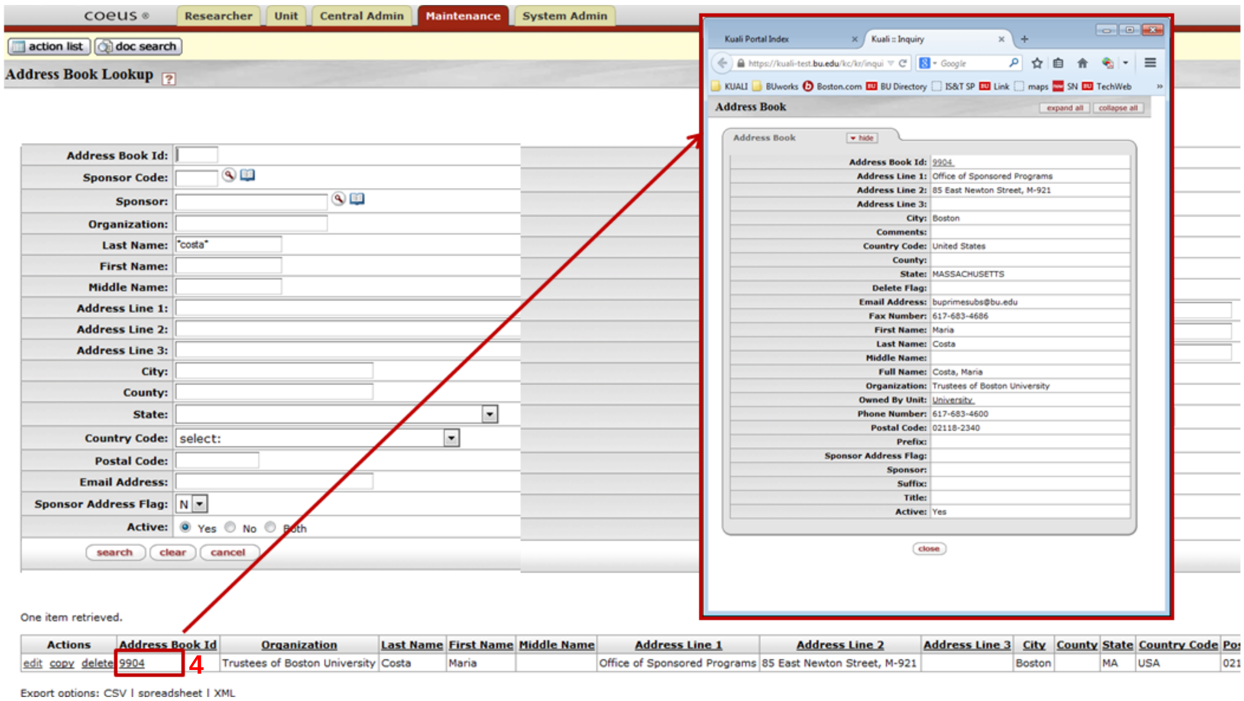




An Address Book entry can also be looked up by visiting the 2) Maintenance Tab and under the Shared section clicking the 3) Address Book link.



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

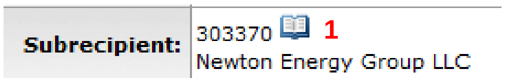
Review of the Organization table at times will be necessary, as it contains information about the sub-recipient organizations, such as name, DUNS and EIN. When this information is populated in the Organization table, it is then available to be generated on the templates (and future reporting):

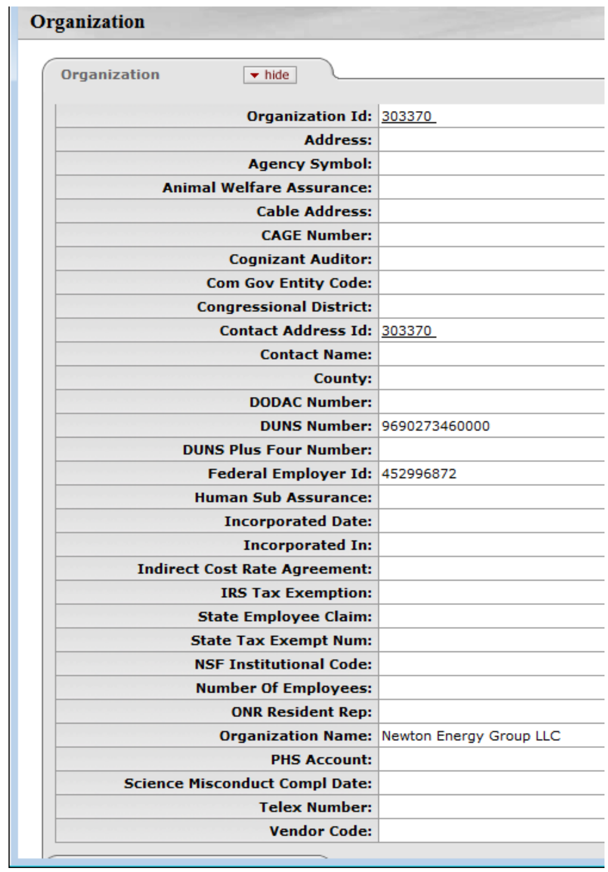
- Subrecipient Name → FDP Agreement, FDP Modification
- Subrecipient DUNS
- Subrecipient EIN

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

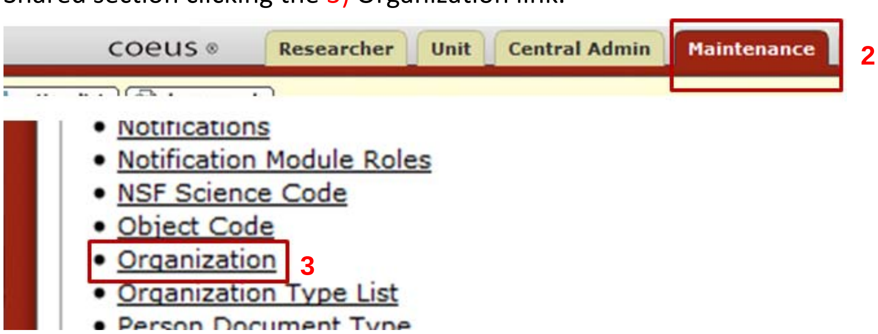
Reminder: Address for the subrecipient is stored in the Address Book.

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.

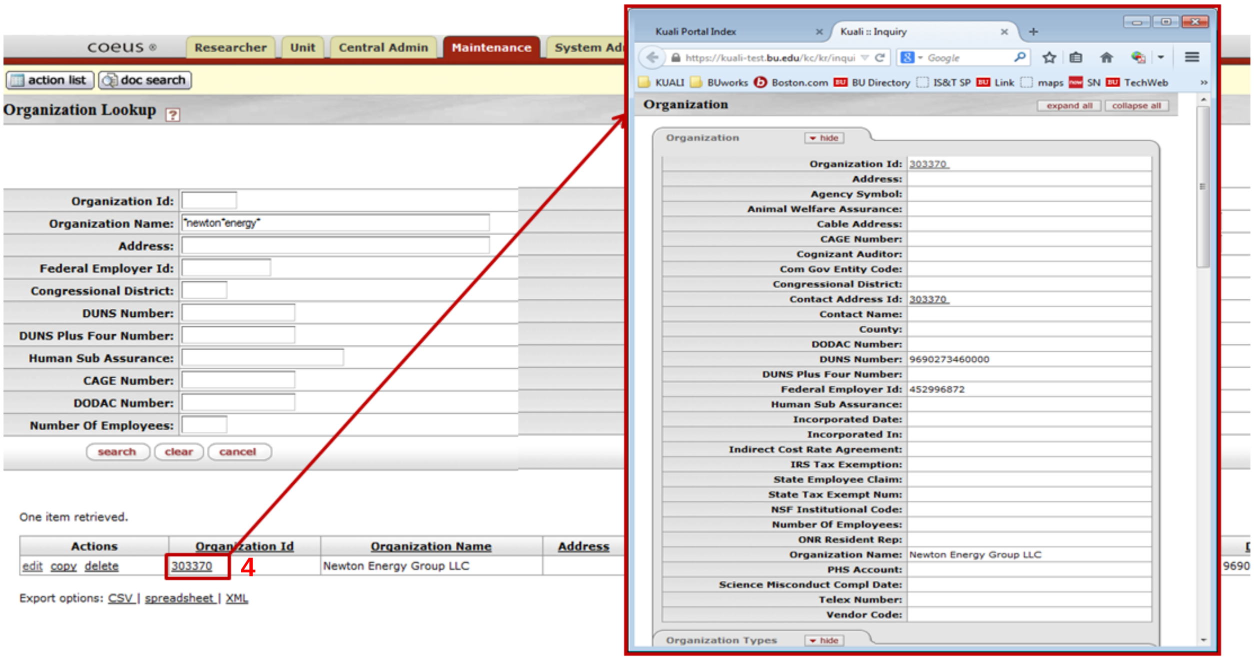




An Organization table entry can also be looked up by visiting the 2) Maintenance Tab and under the Shared section clicking the 3) Organization link.



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.



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.