

Requesting an Outgoing Subaward – Quick Guide

- Anyone with access to the Award can request an outgoing subaward. Navigate to the Grants module, Awards page. Use the Filter by search options to find the Award. Open the Award.
- For Awards converted from legacy ResearchUVA, on the Award Workspace, click on the Manage Access activity. Add the Admin Contact. Confirm the correct individuals are listed with edit rights and read only rights. Otherwise skip to Step 4.
- Add any individuals necessary by searching for the individual. Click the three dots for additional search filters.
- On the Award Workspace, select the Create Agreement activity in the left navigation pane.
- In the Create Agreement pop up window, select Outgoing Subaward from the dropdown and click OK. The pop up will disappear and you will be returned to your Award Workspace.
- On the Award Workspace, navigate to the Related Projects tab. You may need to click the ellipsis (...) to find the tab.
- Click on the ID of your subaward. If there are multiple related projects, check the Modified Date. Outgoing subawards will start with SUB in the ID.
- If you have not logged in to the Agreements module yet, clicking the Sub ID may take you back to your Dashboard. Use the Recently Viewed navigation pane to return to your Award and repeat Steps 6 and 7.
- Clicking on the ID of your outgoing subaward will take you to the Agreements Workspace. Click Edit Agreement and follow the instructions on page 2 for completing the Outgoing Subaward Request.

Note: This ORG is for new Subawards. For **Amendments, see the Subaward Amendment**

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Final agreement:

Contracting party

Agreement

Agreement

There are no Ancillary Reviews

Correspondence To Do

Correspondence

Note: If you are unable to access your Awards, reach out to ruvahuron-help@virginia.edu.





Amendment

Info

- 2 On the Agreement Workspace, click Manage Ancillary Reviews to add the UVA PI and your Dept/School required approvers.
- Click Submit on the Agreement Workspace after all Ancillary Reviews are complete.

Next Steps: OSP will assign to a member of Pre-Award for processing.



Subaward. This includes Subawards that were started in the legacy ResearchUVA system and

now in ResearchUVA PBH.