RESEARCH ADMINISTRATION MANAGEMENT PORTAL

R A M P

RAMP GRANTS: HOW TO CREATE A SUBAWARD BUDGET – PROPOSAL PHASE

If a subrecipient is proposed to collaborate on your project, you can document the subaward funds budgeted for the subrecipient in Grants. The subaward budget is added separately from the prime award (Sponsor) budget, and then automatically adds to the total funding proposal budget.
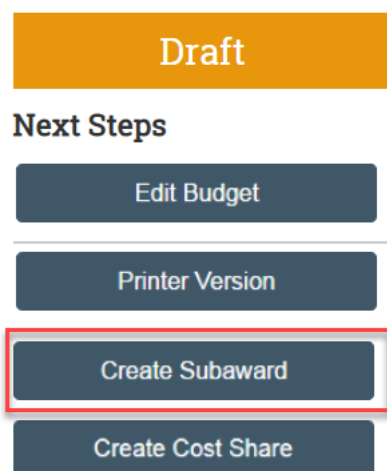
To fill out a subaward budget

1. From the Budgets tab on the proposal's workspace, click the name of the Sponsor budget.

2. From the Sponsor budget workspace, click **Create Subaward**.

3. On the Subaward Budget Information page:

Subaward Budget Information

1. * **Title:** ❓

Blood Analysis Services budget

2. * **Organization:**

beac   ⋯

☐ Organization   Org Parent
Beach Blood Products Experts

3. **Principal Investigator:** ❓

Rebecca Simms (pi)

4. **Subawardee PI:**

[None] ⋯

5. * **Subaward budget detail level:** ❓

Per Period Direct and Indirect Total: ▼

6. **Include in consolidated budgets?** ❓
   ● Yes ○ No _Clear_

7. **Subaward indirect contribution limit:** ❓

$25,000

❌ Exit   💾 Save   Continue ➡

- Field 1. Title - enter a title (include the name of the subrecipient in the title)

- Field 2. Organization - start typing the subawardee organization's name and pick from the matches, or click the ellipsis to select from the full subrecipient list.

- Field 3. Principal Investigator - Defaults to the Principal Investigator listed on the funding proposal. This is a read-only field.

- Field 4. Subawardee PI - Click the ellipsis and supply the Subawardee PI information in the resulting form, and click **OK**.

- Field 5. Subaward budget detail level - Choose how to supply financial information.

   - If you select **Per Period Direct and Indirect Totals,** a subsequent page for financial input becomes available.

- If you select **FS424 Subaward Import**, a subsequent page for SF424 Subaward Import becomes available with a field to upload a PDF SF424 R&R Detailed budget form.

- Field 6. Include in consolidated budgets? - Selecting yes will add the subaward amount to the primary FSU budget.

- Field 7. Subaward indirect contribution limit - Enter the amount of the subaward that will have indirect costs applied in the primary budget.

If "Per Period Direct and Indirect Totals" is selected on the Subaward Budget Information form, the following related forms will become available:

a. All Personnel - Click **Add** to add personnel. First name, last name and email address fields for each individual are required, so if you choose a non-key project role, you may enter "TBD" for the names and email address. On the slide-in form, click **OK** or **OK and Add Another** to save your changes to the All Personnel page. When done adding personnel, click **Continue**.

All Personnel

1. **Subaward Key Personnel, Graduate Students, Post Grads, etc.**

+ Add

Last Name	Key	Role
There are no items to display		

b. Per Period Total Costs - Add the direct and indirect costs per year.

Per Period Cost Totals

Total Direct:						$400,000
Total Indirect:						$220,000
Total Project:						$620,000

Cost Totals	Period Start: End:	1 7/1/2020 6/30/2021	2 7/1/2021 6/30/2022	3 7/1/2022 6/30/2023	4 7/1/2023 6/30/2024	5 7/1/2024 6/30/2025	Total
Direct:		$80,000	$80,000	$80,000	$80,000	$80,000	$400,000
Indirect:		$44,000	$44,000	$44,000	$44,000	$44,000	$220,000
Grand Total:		$124,000	$124,000	$124,000	$124,000	$124,000	$620,000

1. **Budget notes:**

❌ Exit   💾 Save   Continue ➡

Click the small arrows at the right of a Period column to replicate values in all subsequent periods.

When done, click **Continue**.

4. On the Attachments form, click **Add** to upload a scope of work, letter of intent, budget documents, the subrecipient/vendor determination form and any other applicable information and attachments.

5. When satisfied with your budget, click **Finish**.