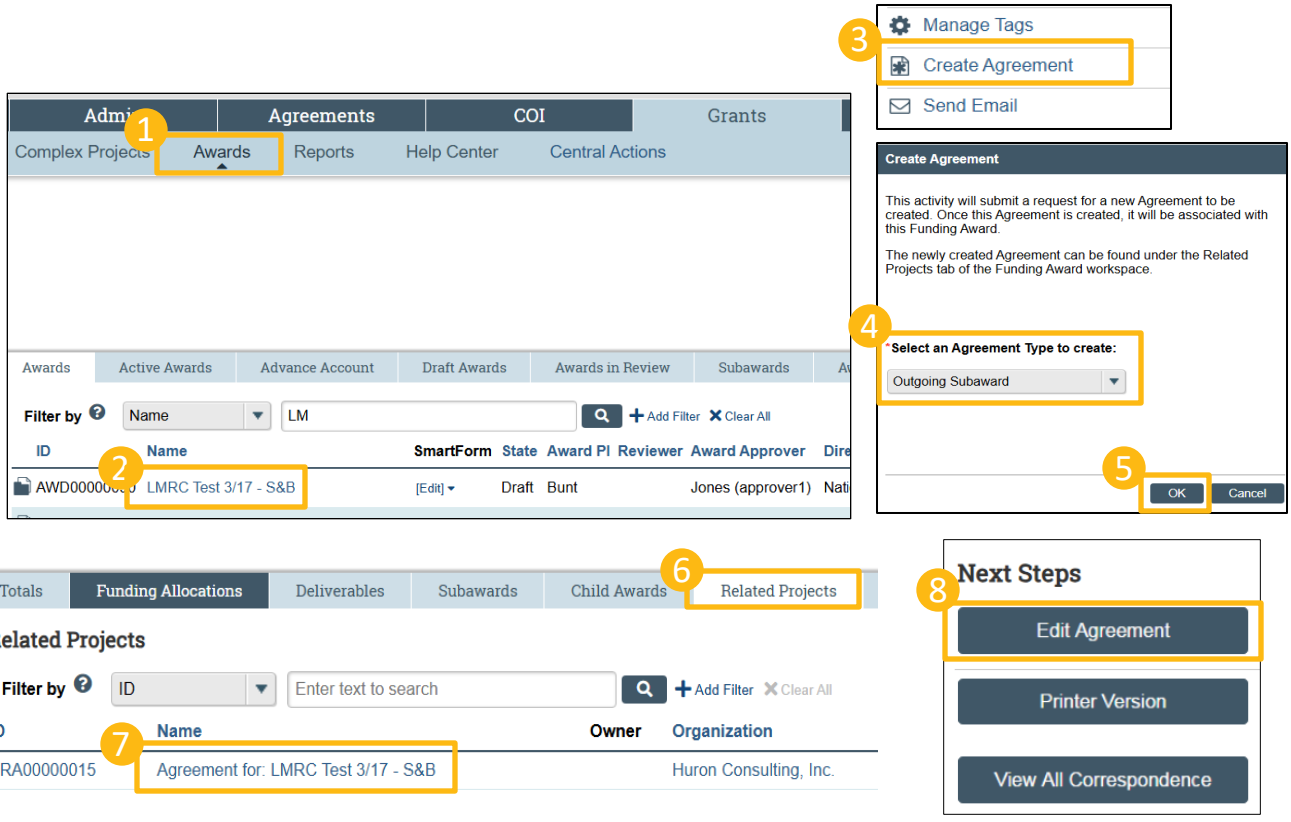
Complete & Submit an Outgoing Subaward Agreement

Outgoing subcontracts on approved awards will require an Outgoing Subaward Agreement. This agreement will be initiated by the Research Administrator (RA). The RA is responsible for either completing and submitting the agreement or discarding it if the subcontract is no longer moving forward. The steps below reflect the RA's role in this process.

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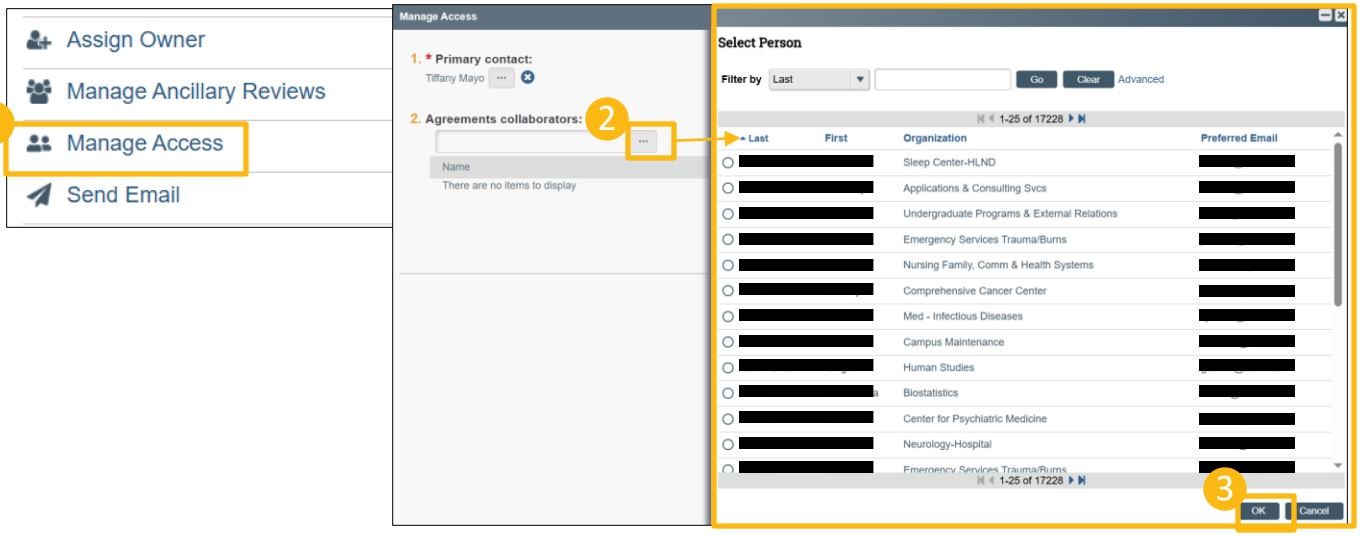
1. **Navigate to the award that you want to create an agreement for. Next, create an agreement using the Create Agreement activity on the left side bar. Select Outgoing Subaward from list of Agreement Types and click OK. Click the related project tab to view the agreement and click on the name of the agreement to open it. Then click Edit Agreement.**



2. **Review each page and complete all the required fields. After completing each page, click Continue to move on to the next page. On the last page, follow the completion instruction and click Finish. You can continue to edit the agreement until you submit it for review. Note: OSP will complete the SUB Risk Assessment form, but RAs will answer the last question on that form indicating if this is a new year of the subaward.**



3. **If you need to replace the Primary Contact or add collaborators who can edit the agreement record, click Manage Access. Click the ellipses to open the person chooser and select the appropriate people. Once complete, click OK. The agreement will appear in the inbox of the Primary Contact and collaborators selected until it is submitted for review.**



4. **To move the subcontract agreement forward in the workflow, click Submit. Click OK to accept the statement and submit the Outgoing Subaward Agreement.**

