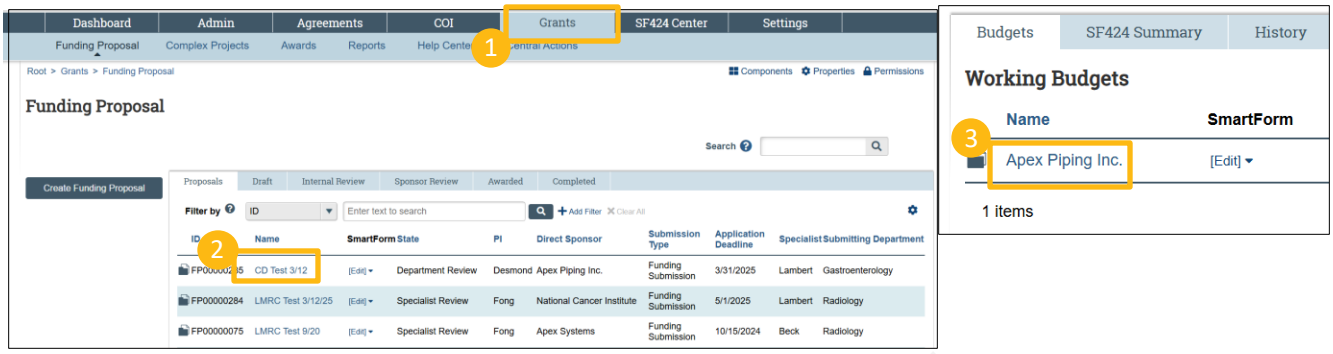
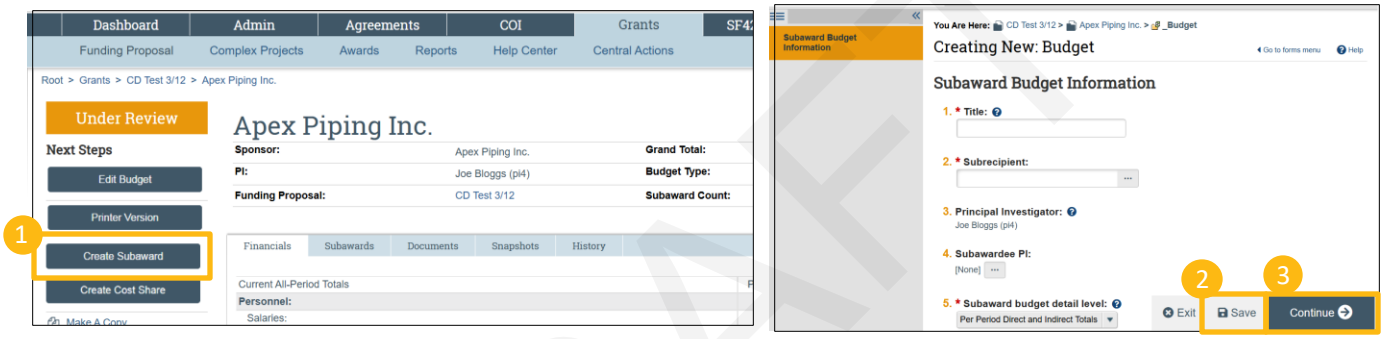
Create a Subaward Budget

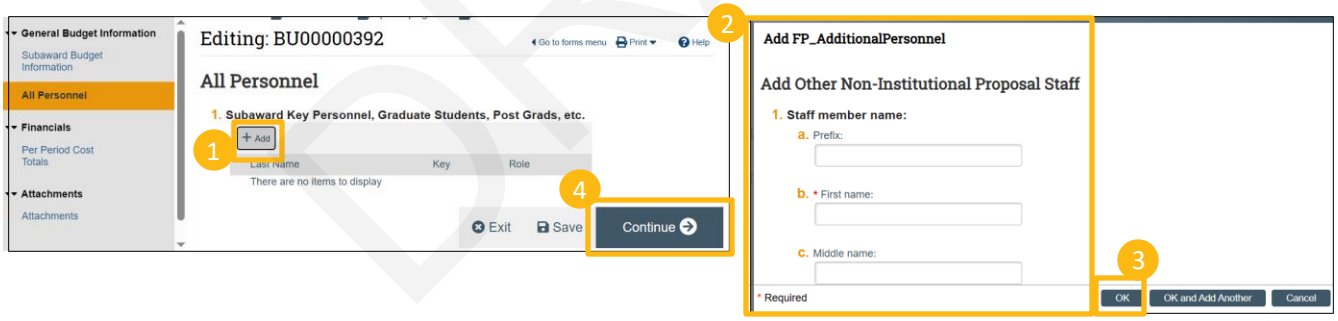
1. **On the Grants page, click on the proposal you want create a subaward budget for, then scroll down to get to the Working Budgets section, and select the name of the budget where you want to add a subaward budget.**



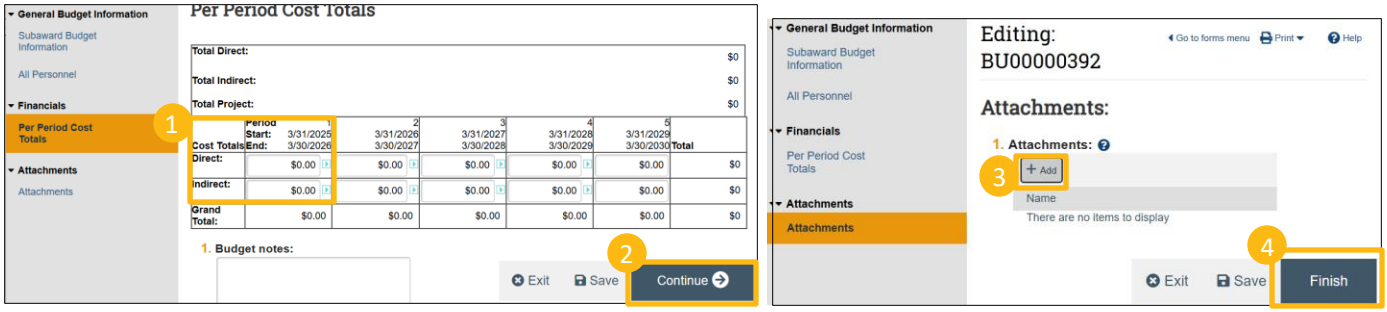
2. **Select Create Subaward and fill out the required fields. When completed, click Save and Continue.**



3. **On the All Personnel page, add additional subaward personnel by clicking Add, then fill in the necessary information, click OK, then Continue.**



4. **In the Financials area, enter the direct and indirect amounts for the budget periods, then click Continue. In the Attachments area, add any necessary attachments by clicking Add, then click Finish to complete.**



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