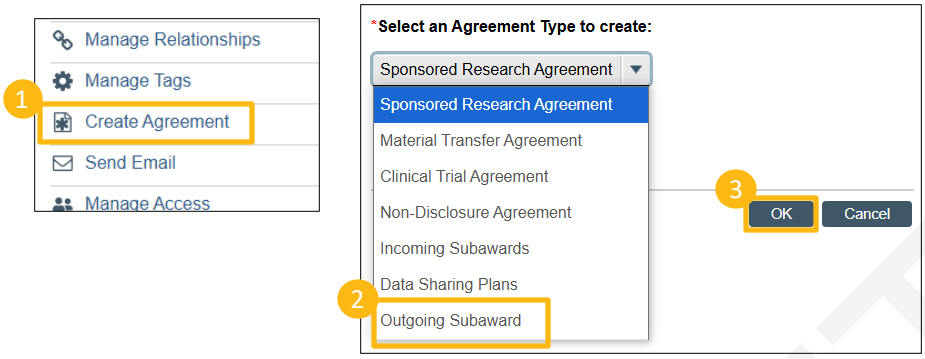
Quick Reference Guide

Create an Outgoing Subaward Agreement

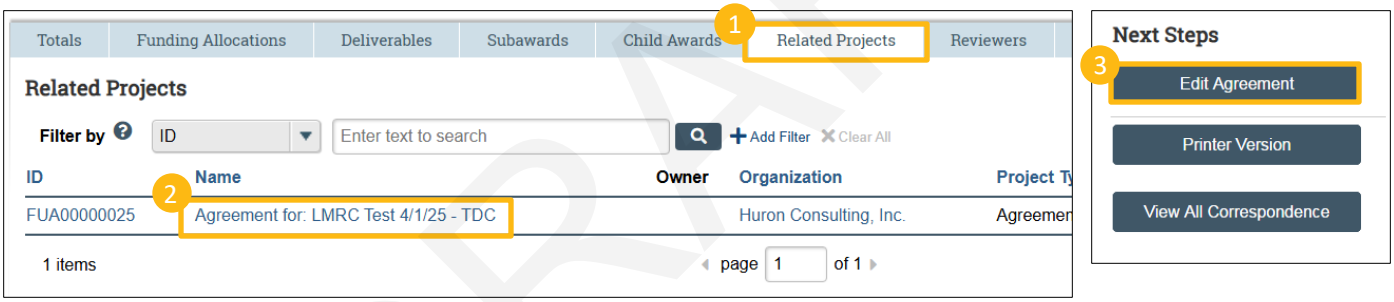
RA

Outgoing subcontracts on active awards will require an Outgoing Subaward Agreement. This agreement will be initiated by the Research Administrator (RA). A similar process will be followed for amendments.

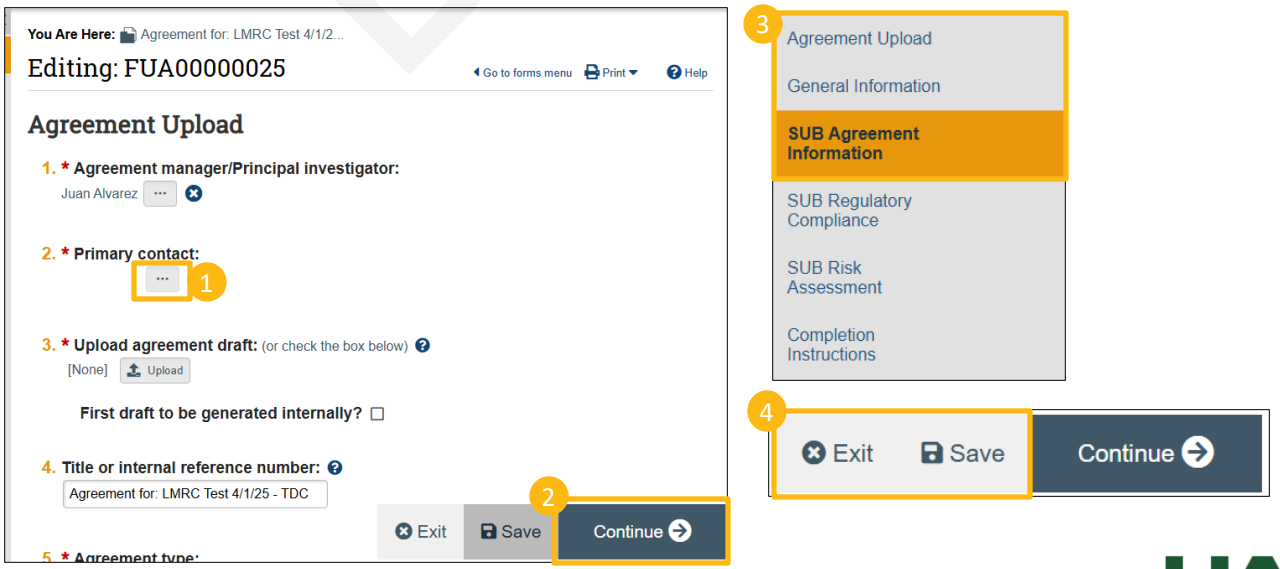
1. **After the subaward has been set up, from the parent award workspace, click Create Agreement. (Note: the appropriate person on the OSP Subawards team must be assigned a Specialist on the award to execute this activity.) Under "Select an Agreement Type to create" select Outgoing Subaward and click OK.**



2. **From the parent award workspace, click the Related Projects tab and click the agreement name to go to the workspace. (Note: if you don't see the agreement appear right away, wait a few moments to allow the agreement to generate and refresh the page.) From the agreement workspace, click Edit Agreement to open the smartform.**



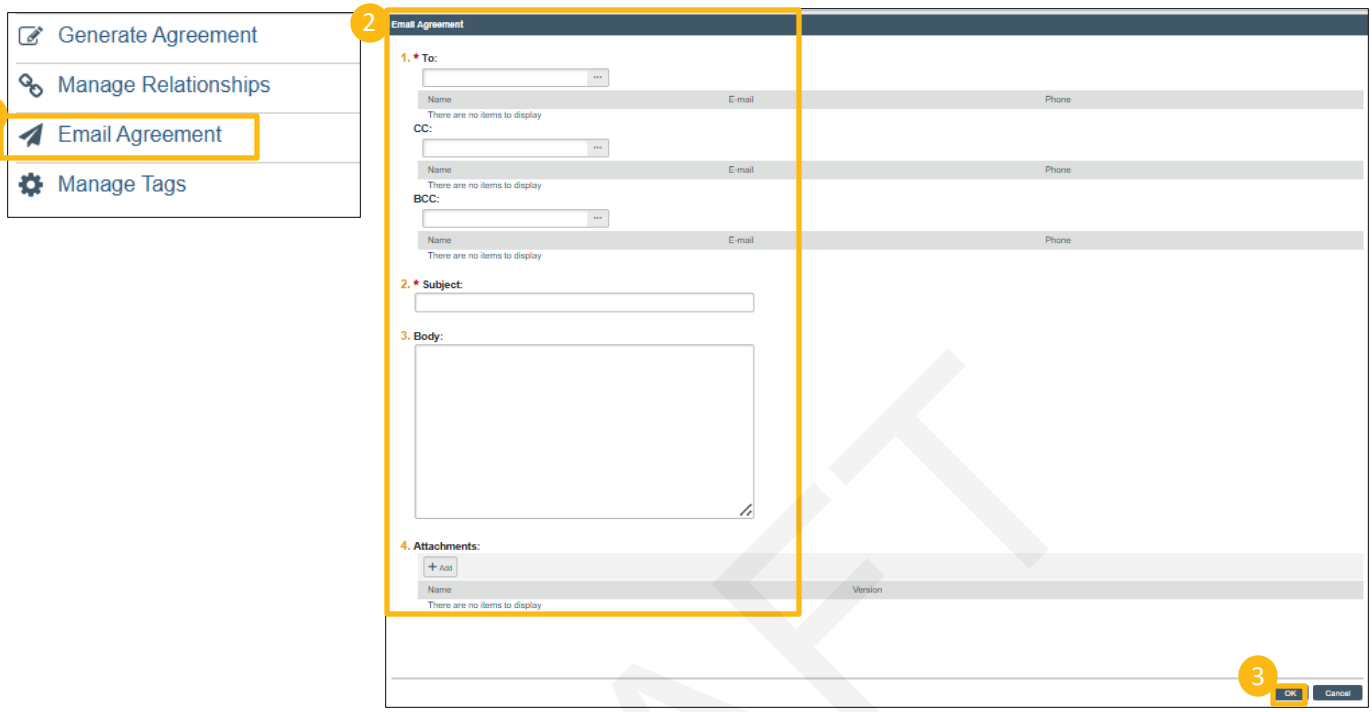
3. **Complete all required fields on the Agreement Upload page. For question 2, click the ellipses to open the person chooser. Select the Research Administrator (RA) who will be responsible for completing and submitting this agreement. After completing this page, click continue. Complete all required fields on the General Information and SUB Agreement Information pages. After completing these first three pages, click Save and Exit.**



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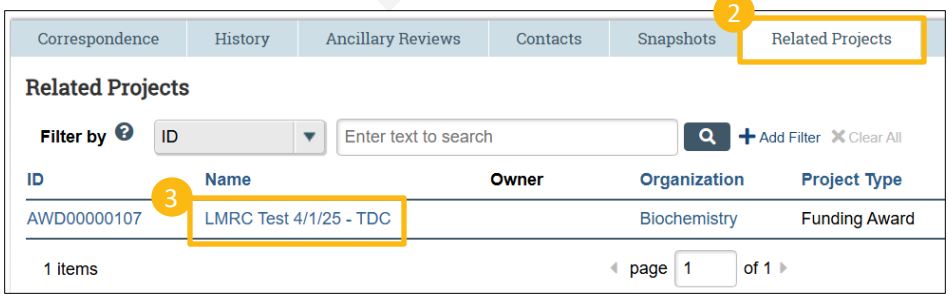
Create an Outgoing Subaward Agreement

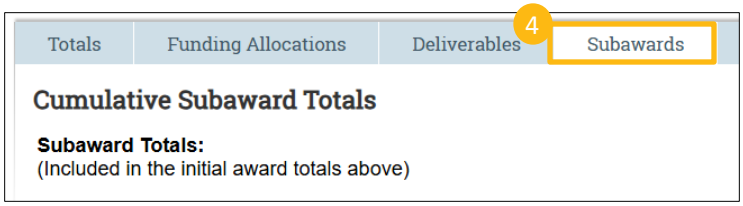
4. **From the agreement workspace, click Email Agreement to alert the RA that the Outgoing Subaward Agreement has been initiated and will now appear in the RA's inbox. After completing the Email Agreement form, click OK to send the email.**

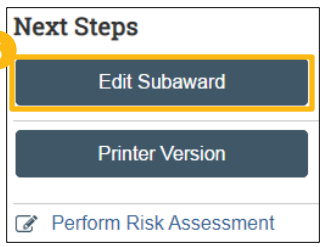


5. **From the agreement workspace, click the name of the agreement, then select the Related Projects tab and click on the award to go to the award workspace. From the workspace, click the Subawards tab, then click on the subaward name to go to the subaward workspace. From the subaward workspace, click Edit Subaward to open the subaward SmartForm.**



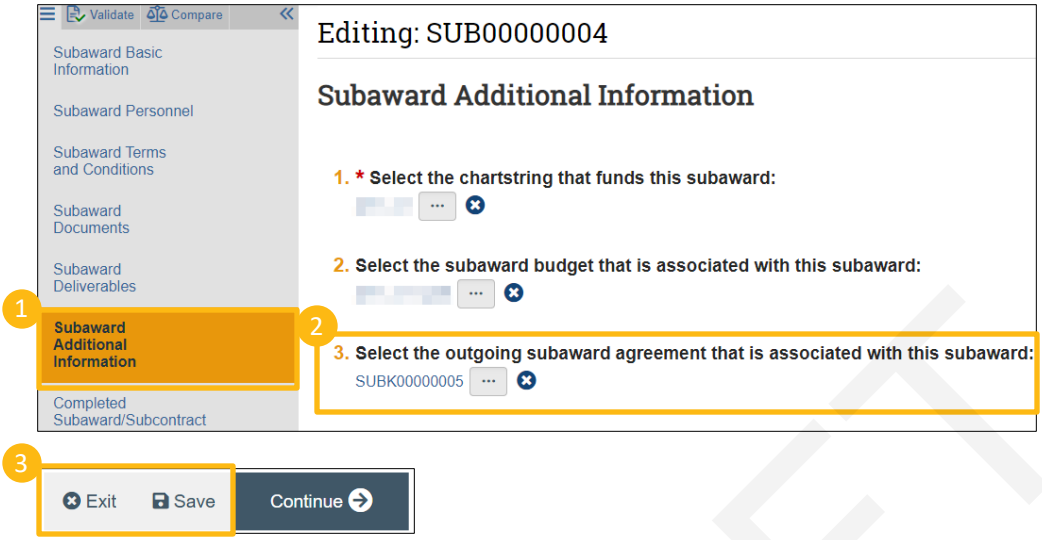






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6. **Using the Left Navigation panel, click on the Subaward Additional Information page. Under the third question, click the ellipses and select the outgoing subaward agreement you just created. Once selected, click OK to link the outgoing subaward agreement to the subaward record. Once you've associated the agreement with the subaward, click Save and Exit.**



After receiving the email notification, the RA will be responsible for either completing and submitting the agreement, reassigning it to someone else for completion and submission, or discarding it if the subcontract is no longer moving forward.

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