Subaward Request

• Complete the Subaward form if you need a purchase order for a Subaward; this form cannot be used for purchasing goods or services.

• Subaward Definition: Subawards are awards provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
This guide will illustrate:

• How to complete the subaward form (slide 3)
• Retrieving a saved form (slide 23)
• Creating subawards with more than two lines (slide 24)
• Subaward Change Requests (slide 31)
  – Change Request for a date extension (slide 32)
  – Change Request for a funding increase (slide 41)
  – Change Request for a funding change (slide 53)
From the Shopping Home page, scroll to Procurement Forms at the top of the Catalog and Forms Showcase.

Click **Subaward Request**

Forms can also be accessed from the Shopping>View Forms menu.
Read the Subaward Definition. If your project is being Federally funded and you have determined this purchase is a Subaward, click **Next**.
Enter Supplier information. Click **Search**.
After you have clicked **Select** on the correct location:
The Supplier fulfillment center will populate at the top of the page.
Click **Next**.
Click **Add Attachment** to attach pertinent documents.
Click **Upload** to attach the item.
1. Name your document
2. Click **Browse** and choose the item to upload from your files.
3. Click **Save Changes**.
Click **Save Changes** again.
Repeat as needed for all documents. Click Next when finished.
• Type in the name of the **Department Grant Administrator**.

• Please note that you will copy and paste the template verbiage on this page to complete the subaward line item description fields on the form.

  • The text in bold font should be modified with the details of the subaward.
Enter the details for **Line 1** using the template verbiage. If the subaward is less than $25,000, the entire amount will be on Line 1. 
After completing Line 1, read the provided instructions before scrolling down to complete Line 2.

If the subaward is less than $25,000, **Line 2 will still need to be completed** with a zero-dollar value and marked as a placeholder (regardless of whether Line 2 will be increased in the future).

If the subaward is greater than $25,000, the Unit Price on Line 2 should be the balance of total funds less the $25K allotted to Line 1.
Complete Line 2 with the zero-dollar value or the balance of total funds less the $25K allotted to Line 1, as applicable.

Because there will be more than one payment made to the Supplier, check the Acknowledged box to ensure you will check the Multi-Invoice/Payment box in the cart.

If either line has a zero-dollar value, check the Acknowledged box to ensure you will check that line’s POTO (PO Type Override) box in the cart.

When complete, click Next.
The Review and Submit section gives you the opportunity to review and, if necessary, return to a previous section to edit.

If all is complete and correct, click Add and go to Cart.

Be sure your cart is empty or you will get a “Do Not Mix” error. Alternatively, you can choose “Add to New Cart” from the dropdown in the yellow box.
Name your cart.

Check the Multi-Invoice/Payment box.

Scroll down to the line items section..
If you have a zero-dollar line, check the **PO Type Override** box for that line. This is necessary for successful sync to PeopleSoft. If left unchecked, it will cause errors for your subaward.
Depending on your department’s established business processes you may either:

Click **Assign Cart** to assign it to a Requester to review and complete for you.

**OR**

Click **Proceed to Checkout** to add details to the draft requisition including your SpeedType and internal notes

- Instructions continue on the next slide.
To complete the draft requisition:

If you are not the PI, Click the **Pencil** in the **General** section to name the PI as the “Prepared For” user. They will be the PO Owner responsible for approving invoices.

Click the **Magnifying Glass** in the **Prepared for** field and choose the PI in the pop-up window.

Click **Save**.
You will see that the lines on the subaward automatically direct to the correct account code to be used for each.

Complete all required information, then click Place Order.
Once the requisition has received all approvals, subawards create a PO number prefaced by **UDR** for “UD Research.” Subawards **do not** get sent to the supplier in PO workflow.
If you saved a draft by clicking “Save Progress”, go to Orders>Search>Procurement Requests to retrieve it.

You will see a list of draft (incomplete) form requests not yet added to shopping carts. Select your form from the list.
Creating Subawards with more than two lines

• Some users prefer to have multiple 153200 and 153300 lines for subaward increases for future years rather than increase an existing line.

• If the funding for the subaward will change over time, new lines will be necessary.

• If the subaward is fully vouchered before additional funds are added, new lines are recommended to allow future change requests and prevent the subaward from automatically closing.

• The following slides depict how to add multiple lines at the time the subaward is created.

• If multiple lines are needed after the subaward is created, Procurement Help will need to do this on your behalf. See slides 53-57 for this process.
To add multiple lines to your subaward, proceed as usual for year 1 (following the instructions on slides 3-22).

At the end of the form, instead of Add and go to Cart, choose “Save to Cart and Add Another”
Your first form will be in your shopping cart.
Your screen will show a copy of that form available for editing.
Click the Form Fields page on the menu.
On the Form Fields page, edit your lines for placeholders.
Every form you edit and add must contain two lines, but they do not need to be funded.
Repeat this as needed.
When complete with all placeholder lines, choose **Add and Go to Cart**.
Your cart will show two lines for each form you have added. Be sure to check the **Multi-Invoice box** at the top and check the **PO Type Override box** for any zero-dollar lines!
Once the PO is complete, only the funded lines will be invoiced. Open, zero dollar lines will allow for future change requests and prevent the PO from closing.

Instructions for subaward change requests begin on slide 31.
Subaward Change Requests

• A change request is required to make the following changes to a subaward:
  – Date extension
  – Funding increase
  – Funding changes

• If subaward requires a change request (e.g., date extension, funding increase, funding change), it will require edits to the subaward form that is linked to the PO in UDX.

• If funding changes are required after the line has been vouchered, the line cannot be changed. Instead, the balance must be moved to a new line.

• The following slides illustrate how to create change requests to subawards in these scenarios.
  – Please note that only a Requester or DPS with access to the PO Owner’s department in UDX will be able to create and submit a change request.
Change Request for a Date Extension
Scenario:
This subaward needs to be updated to reflect a *date extension*.

This change request is only intended to update the date in the description field on the lines.
Open the the Change Requests tab

Click the + Sign

or

Click the ellipsis and choose Create Change Request.
Enter the **reason** for your change request.

*Do not* select any users who do not need to take action to *create* this change request.

Click **Create Change Request**.
Scroll down to the line items. You will not be able to change the description from this screen. **Click** on the blue **Subaward Request** link above the line items to make edits on the subaward form.
To edit the items you entered on your initial subaward form, navigate to the Form Fields page using the Next button or the menu items on the left of the form.
Edit the Description on line 2. When complete, click **Save on Change Request**.
When all edits to the form are complete, click on **Back to Change Request** in the top left of the form.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subaward Details - Line 1 (153200)</td>
<td>1</td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
<tr>
<td></td>
<td>Commodity Code</td>
<td>RO-SUB / Research Office Subawards &lt;$25K - to be used on Subaward form only, not to be used with any Goods or Services purchase.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account Code</td>
<td>153200</td>
<td>C&amp;G/SUBCONTRACT-AIT UP TO $25K</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internal Note/Business Justification</td>
<td>no value</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internal Attachments</td>
<td>Add</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>External Note</td>
<td>no value</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attachments for supplier</td>
<td>Add</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO Type Override</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Subaward on [PI NAME]'s prime award from [PRIME SPONSOR] project titled &quot;[ENTER PROJECT]&quot;. This action funds Year 2 at a rat...</td>
<td>1</td>
<td>100,000.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td></td>
<td>Commodity Code</td>
<td>RO-SUB2 / Research Office Subawards &lt;$25K - to be used on Subaward form only, not to be used with any Goods or Services purchase.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account Code</td>
<td>153300</td>
<td>C&amp;G/SUBCONTRACTS-AIT &lt;$25K</td>
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<tr>
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<td>External Note</td>
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</tr>
<tr>
<td></td>
<td>PO Type Override</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Change Request for a Funding Increase
Scenario:
This subaward needs to be *increased* for year 2 funding on line 2.

The change request is only intended to fund the amount and update the description on that line.
Open the the Change Requests tab

Click the + Sign

or

Click the ellipsis and choose Create Change Request.
Enter the reason for your change request. Do not check off any users who do not need to take action to create this change request.

Click Create Change Request.
Scroll down to the line items. You will not be able to change the description from this screen. Click on the blue Subaward Request link above the line items to make edits on the subaward form.
To edit the items you entered on your initial subaward form, navigate to the Form Fields page using the Next button or the menu items on the left of the form.
Edit the Unit Price and Description on line 2. When complete, click **Save on Change Request**.
When all edits to the form are complete, click on Back to Change Request in the top left of the form.
If you are increasing a line from zero, you **must** remember to uncheck the PO Type Override box. Otherwise, you will only be able to invoice this line once before it closes!

Click on the pencil icon to edit.
Click on the green check mark to turn it back into an empty box.

Click Save.
Any line with funds should have the POTO box unchecked, any line with a zero amount should have the POTO box checked.

When finished, click Submit Request.
Approvers will see the increased amount highlighted when they review.
Change Request for a Funding Change
Scenario:
This subaward has had a funding change. The only invoice is against line 1 overhead, but because it has been invoiced, we cannot override the line’s funding. Line 2 can be changed with no issue.
A change request for a subaward has no option for users to add another line.
A PO Comment tagging Procurement Help as the recipient will result in two empty lines being added to the PO.
Once Procurement Help has added two new placeholder lines, you can create a change request. Lines 1 and 2 can be reduced to the paid amount. The new funding can be added to lines 3 and 4 only with the POTO box UNCHECKED to allow for invoicing after they are increased.
Questions:

- procurement@udel.edu

Resources:

- Procurement Services Website
- Adding Financial Information to Requisitions
- Introducing the Purchase Order Type Override (POTO Box)