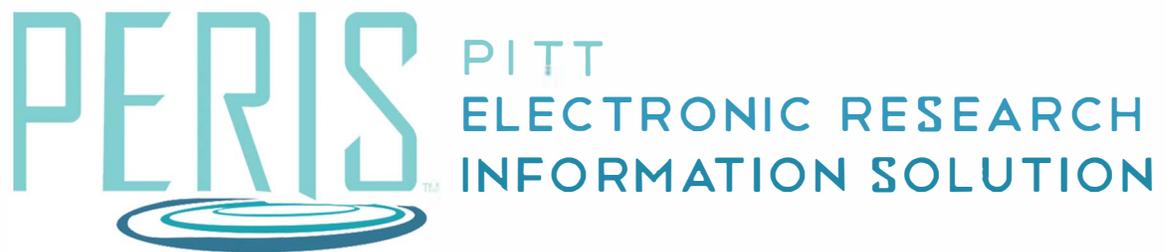




University of Pittsburgh



# Quick Reference

SUBAWARD BUDGETS.....2-3

# Subawards

**1** **Edit Budget**

### General Budget Information

**2** **1. \* Budget title: ?**  
Toronto Budget

**2. \* Principal Investigator for this budget:**  
Test Study Staff

**3. \* Is this a Subaccount budget? ?**  
 Yes  No [Clear](#)

**3** **6. Organizations that will be participating in the grant subaward/ subcontract: ?**  
[+ Add](#)

#### Add Subawardee

Only 5 subawards can be added at one time, then you must save the

**4** **1. Name:**  
Chicago Subaward

**2. \* Organization:**  
University of Chicago ...

\* Required **OK**

**5** **6** **Edit Budget**

ID	Name
BU00000627	Subaward to Dickinson College

**7a** **\* Subaward/Subcontract budget detail level**  
Per Period Direct and Indirect Totals

**7b** **\* Subaward/Subcontract budget detail level**  
SF424 Subaward Import

## Where to start?

1. From the Budget Workspace click *Edit Budget*.

## How do I create the Subaward Budget?

2. Give your main Budget a title and select the PI.
3. Complete the General Budget Information SmartForm.
  - a. Click *+Add* to provide the subaward organization.
4. Name the Subaward. Choose ... to search for and select the Organization. Click *OK*. Complete General Budget Information and *Continue*.
5. Once the main budget is complete click the Subaward tab in the Budget Workspace. A link to your subaward(s) will be located there.
6. Click *Edit Budget* to complete Subaward Budget Information.
7. Complete the Subaward/Subcontract SmartForm.
  - a. If Per Period Direct and Indirect Totals is selected as the budget detail level, you will provide total costs.
  - b. If SF424 Subaward Import is selected, you will upload a SF424 Subaward PDF.

## Per Period Total Costs

8

Total Direct:

Total Indirect:

Total Project:

Cost Totals	Period Start:	1/31/2018	1
	End:	1/30/2019	
Direct:		<input type="text" value="\$0.00"/>	<input type="button" value="▶"/>
Indirect:		<input type="text" value="\$0.00"/>	<input type="button" value="▶"/>

8. Enter your Direct and Indirect Totals or import your subaward budget. The subaward budget template must be the 6/30/16 version.
9. Provide any additional attachments and click *Finish*.

## SF424 Subaward Import

8

1. To import, select your SF424 Subaward PDF click Save.

9

Finish