![University of Wisconsin-Madison logo]

# RAMP - Research Administration Management Portal

## How to Complete Subaward Setup – Separate Project IDs

If the award has an outgoing subaward/regrant/shared grant, a separate project ID/financial account will need to be created for each outgoing subaward. This resource is a guide to the creation of the project IDs/financial accounts in RAMP.

**Outgoing Subawards:**
A subaward is an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient.

1. Use the naming convention "SUB" at the beginning of the project ID/financial account name. Example: *SUB Michigan State Univ [Project Short Name]*
2. If the award has an outgoing subaward, a separate project ID/financial account is required for that outgoing subaward. If there is a carryover restriction on the main award a new project number will be required annually for each subaward.
3. After the project ID/financial account is created, you need to allocate the funds per budget period. You will allocate the subawardee's total costs as direct costs and then UW's portion of the indirect costs up to $25K per subaward. Mark each RAMP allocation with either **Authorized by Sponsor**, **Advance Account** or **Not Authorized**, depending on the situation. List UW's current indirect cost rate at the bottom of the RAMP allocation.
4. For each **Authorized by Sponsor** or **Advance Account** allocation, the categorical budget will be reconciled. For an outgoing subaward, the cost categories "SUB <25K" and "SUB >25K" should be used so that the UW's portion of indirect costs will automatically calculate on the outgoing sub financial account.

### Visual Example of the awarded budget:

**Cumulative Award Calculations for this Budget Period (U.S. Dollars)**

| | |
|---|---|
| **Salaries and Wages** | $146,955 |
| **Fringe Benefits** | $44,335 |
| **Personnel Costs (Subtotal)** | $191,290 |
| **Materials & Supplies** | $430 |
| **Travel** | $2,580 |
| **Other** | $6,235 |
| **Subawards/Consortium/Contractual Costs** | $114,208 |
| **Tuition Remission** | $10,320 |
| | |
| **Federal Direct Costs** | $325,063 |
| **Federal F&A Costs** | $139,047 |
| **Approved Budget** | $464,110 |
| **Total Amount of Federal Funds Authorized (Federal Share)** | $464,110 |
| **TOTAL FEDERAL AWARD AMOUNT** | $464,110 |
| | |
| **AMOUNT OF THIS ACTION (FEDERAL SHARE)** | $464,110 |

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## Visual Example of the RAMP reconciliation:



| | Baseline | Import ($) | Clear | Rollup Adjustments | Adjustments |
|---|---|---|---|---|---|
| SALARY | $0 | | | $0 | $0 |
| FRINGE | $0 | | | $0 | $0 |
| TRAVEL_DOM | $0 | | | $0 | $0 |
| TRAVEL_FOR | $0 | | | $0 | $0 |
| EQUIP | $0 | | | $0 | $0 |
| SUPPLIES | $0 | | | $0 | $0 |
| SUB<25K | $0 | | | $0 | $25,000 |
| SUB>25K | $0 | | | $0 | $89,208 |
| OTHER | $0 | | | $0 | $0 |
| OTHER_NO_IDC | $0 | | | $0 | $0 |
| TUITION | $0 | | | $0 | $0 |
| TRAIN_STIPEND | $0 | | | $0 | $0 |
| TRAIN_OTHER | $0 | | | $0 | $0 |
| TRAIN_TRAVEL | $0 | | | $0 | $0 |
| TRAIN_TUITION | $0 | | | $0 | $0 |
| FA | $0 | | | $0 | $13,875 |
| FA_ROUNDING | $0 | | | $0 | $0 |
| **Total** | $0 | | | $0 | $128,083 |

### Shared Grants:
A shared grant is a subaward provided by one UW System school to another UW System school. (Example: UW-Madison to UW-Green Bay). Use the naming convention "SG" at the beginning of the financial account.
*Example: SG UW-Milwaukee [Project Short Name]*

### Re-grants:
A re-grant is a unique pass-through funding mechanism (similar to a subaward or shared grant) in which the UW receives funding from a sponsor and then passes it through to a potential 'grantee' who has been selected from a panel to perform a project of their own design and direction. Use the naming convention 'RG" at the beginning of the financial account.
*Example: RG Wisconsin Historical Society [Project Short Name].*

1.  If the award has an outgoing shared grant or regrant, a separate project ID/financial account will be needed for that outgoing grant.  If there is a carryover restriction on the main award, a new project ID/financial account will be needed for each year for each shared grant or regrant. When creating the project ID/financial account, use "NONE" as the **Indirect Cost Base Type** and the **Facilities Admin Rate Type.**
2.  After the project ID/financial account is created, allocate the funds per budget period. Allocate the shared grantee's total costs as direct costs. No indirect costs will be assessed on the shared grant or regrant for UW, so use 0% as the indirect cost rate at the bottom of the RAMP allocation. Mark each RAMP allocation either **Authorized by Sponsor**, **Advance Account** or **Not Authorized**, depending on the situation.
3.  For each Authorized or Advance Account allocation, the categorical budget will  be reconciled. For an RG and SG, use the cost category "Other" as UW-Madison cannot claim indirect costs on an outgoing shared or regrant.

### Additional quick tips for outgoing subaward set up:
- Use the R_CAT Rule Set.
- Project ID/financial account attributes for outgoing subawards will be the same as the primary project (edits, etc.) but will use GM_15 as the project type code.
- Budgets posted to these subaward Projects will be the current obligated amount of the outgoing sub and the associated indirect costs for UW-Madison.
- Dates will coincide with appropriate period for outgoing subaward, shared grant or regrant
- The subaward PO will be associated with the separate Project ID.