Subaward Setup Preparation for Conversion to Workday – Separate Project IDs

For all NEW AWARD SETUP starting April 3, 2023:

- Each outgoing subaward will have a separate Project ID – this is based on the subrecipient, and this includes all shared/re-grants.
- Project ID attributes for subawards will be the same as the primary Project (edits, GM type, etc.).
- Project ID dates will coincide with appropriate period for outgoing subaward.
- The subaward PO will be associated with the separate Project ID.
- Only one Project ID will be created for each subaward, regardless of any “restrictions” on the subaward. Workday has different functions for managing multi-year awards with restrictions.
- During the setup process the department can create the separate Project IDs and complete the Projects Tab with oversight by the RSP Awards team.

NAMING CONVENTION:

- **SUB** as a prefix for subawards = a subaward is when a portion of UW's sponsored project is passed through to another external entity to complete a portion of the sponsored project's scope of work.
- **RG** as a prefix for re-grants = re-grants are agreements that are issued by the UW to collaborating entities with funds that are passed through the institution; that is, the funds are from an internal source.
- **SG** as a prefix for shared grants = a shared grant is essentially a subaward to another UW System institution.
- Naming examples: **SUB** Michigan State Univ [Project Short Name], **RG** XXXXX [Project Short Name], **SG** UW-Whitewater [Project Short Name].

BUDGETS:

- If the subaward costs have been finalized or are specified within the NOA, we will separate those costs in the outgoing subproject budget. Otherwise, we will post $0 budgets to the outgoing subproject and department can request a project budget transfer once the outgoing subaward budget finalized.
- Only the direct and indirect amounts will be entered.