



RAMP - Research Administration Management Portal

How to Complete Subaward Setup – Separate Project IDs

Security Role(s): Study Staff – Every UW employee will have this role.

If your award has an outgoing subaward you will need to create a separate financial account for that outgoing subaward. This resource will guide you in the creation of the financial accounts in RAMP.

Outgoing Subawards

Use the naming convention “SUB” at the beginning of the financial account. Example: SUB Michigan State Uni Project Short Name

1. If your award has an outgoing subaward you will need to create a separate financial account for that outgoing subaward. Only one financial account will be needed regardless of any restrictions on the award. For example, you may have an award without automatic carryover that would require separate financial accounts for the UW projects each year, but you would only need one financial account for each outgoing subaward.
2. After you create the financial account, then you need to allocate the funds per budget period. You will be allocating the subawardee’s total costs as direct costs and then UW’s portion of the indirect costs up to \$25K per subaward. Mark each allocation either **Authorized by Sponsor, Advance Account** or **Not Authorized**, depending on the situation.
3. 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:

TSUPPL - Supplies-prbud	SUPPLIES	\$0	\$0	\$0	\$0
TSUB-25K - Subagreements-\$25K Pribud	SUB-25K	\$0	\$0	\$21,071	\$21,071
TSUB-25K - Subagreements > \$25K Pribud	SUB>25K	\$0	\$0	\$0	\$0
TOTHER - Other prbud	OTHER	\$0	\$0	\$0	\$0
TOTHER - Other - No IDC	OTHER_NO_IDC	\$0	\$0	\$0	\$0
TUIFE - Tuition & Fees prbud	TUITION	\$0	\$0	\$0	\$0
TSTIPD - Stipends-prbud	TRAIN_STIPEND	\$0	\$0	\$0	\$0
TOTHER - Other prbud_train	TRAIN_OTHER	\$0	\$0	\$0	\$0
TTRAV - Travel-prbud	TRAIN_TRAVEL	\$0	\$0	\$0	\$0
TUIFE - Tuition & Fees prbud_train	TRAIN_TUITION	\$0	\$0	\$0	\$0
TFA - F&A Costs prbud	FA	\$0	\$0	\$11,694	\$11,694
TAR - Rounding	FA_ROUNDING	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$32,765	\$32,765

Shared Grants:

A shared grant is subawards 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 XXXXX [Project Short Name]*

Regrants:

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 UW-Whitewater [Project Short Name].*

1. If your award has an outgoing shared grant to another UW institution you will need to create a separate financial account for that outgoing shared grant. Only one financial account will be needed regardless of any restrictions on the award. For example, you may have an award without automatic carryover that would require separate financial accounts for the UW projects each year, but you would only need one financial account for each outgoing shared grant.
2. After you create the financial account, then you need to allocate the funds per budget period. You will be allocating the shared grantee's total costs as direct costs and UW does not claim indirect costs on this amount. Mark each allocation either **Authorized by Sponsor, Advance Account** or **Not Authorized**, depending on the situation.



3. For each **Authorized by Sponsor** or **Advance Account** allocation, the categorical budget will be reconciled. For an outgoing shared grant, use the cost category "Other No IDC" as UW-Madison cannot claim indirect costs on an outgoing shared grant.

Tips for new award setup:

- Each outgoing subaward will have a separate Project ID – this is based on subrecipient – this includes all shared/re-grants.
- Project ID attributes for subawards will be the same as the primary Project (edits, GM type, etc.).
- 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.
- 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 had different functions for managing multi-year awards with restrictions.
- During setup process the department can create the separate Projects and complete the Projects Tab with oversight by the awards team.
- Use the CAT Rule Set

Tips for new award setup:

- We will create new Project IDs as we are working on modifications for awards that go beyond 6/30/24.
- Use the CAT Rule Set