RAMP – Research Administration Management Portal

How to Create an External Subaward Budget

Security Role(s): Every UW employee has basic access to create a proposal.

Subaward budgets are necessary to account for funds when contracting an external institution for a specific scope of work as part of the research project.

NOTE: Subaward budgets can only be created after the primary budget associated with the proposal has been created.

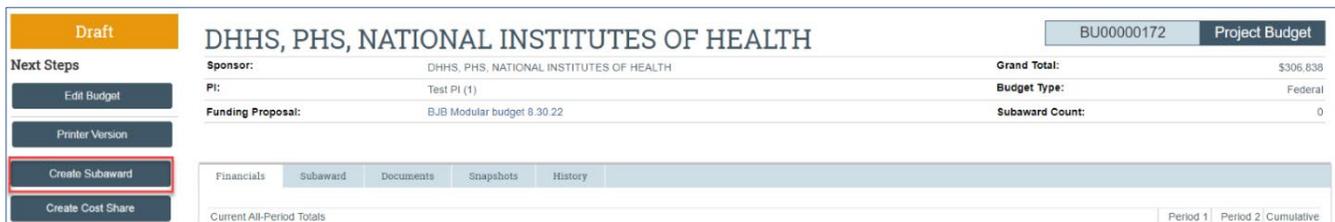Follow the steps below to create a subaward budget:

1. Navigate to the Proposal Workspace.

2. On the Proposal Workspace, under the Budgets tab, select the **primary budget** name to display the Budget Workspace.

3. On the Budget Workspace, select the Create Subaward button.

4. Complete the Subaward SmartForm pages. The subsections below walk you through each of the pages. When finished with each page, select Continue to navigate through the rest of the SmartForm pages.

a. Subaward Budget Information page

i. **Title** – enter a descriptive name for the subaward (50 character maximum). For example, identify the subrecipient or the budget's content.

ii. **Subrecipient**– enter the subrecipient's name. The list is populated from the list of sponsors. If the subrecipient name is not listed, complete the [Add Sponsor Information](#) form on the RSP website to initiate the addition process.

iii. **Principal Investigator** – no data entry. This field automatically populates with the primary budget's PI.

iv. **Subawardee PI** – enter the Subrecipient PI's information.

v. **Subaward budget detail level** – select how to capture budget data for this subaward.

o **Per Period Direct and Indirect totals** – all costs are captured in a single budget table as per-period direct and indirect totals. If submitting via S2S, SF424 may still require subaward budget details to be entered manually in the SF424 Workspace.

o **SF424 Subaward Import** – allows you to upload the subrecipient's budget totals from a completed R&R Subaward Budget PDF form. (You do this on the SF424 Subaward Import page, which appears later in the SmartForm. The information from the uploaded R&R Subaward Budget PDF will map to the SF424.) A SF424 R&R Budget for specific proposal package will be available for download after you initiate the SF424 Workspace.

▪ Select this option when submitting your proposal system-to-system (RAMP to Grants.gov).

▪ The PDF form must be opened with Adobe Acrobat (not a web browser) to edit it. You must use the PDF version associated with the opportunity (which can be downloaded from the SF424 Workspace). Using older form versions may result in error.

▪ The period dates entered in the Subaward R&R Budget PDF form must match the budget periods of the primary budget.

IMPORTANT: You must use the PDF version associated with the opportunity (which can be downloaded from the SF424 Workspace). Using or downloading the wrong form will cause submission errors.

vi. **Include in consolidated budgets?** – select **Yes** to include this subaward budget in the final application budget that is to be submitted to the sponsor. Select **No** if this budget should be excluded from the final application budget.

vii. **Subaward indirect allowance limit** – by default, RAMP includes the first $25,000 of subaward budgets in the cost base for calculating F&A costs for the primary budget for MTDC budgets. However, you can change this value.

Note: This question appears only if the cost base type selected in the parent budget is MTDC.

b. All Personnel Page: **Do not use this section**. Subrecipient key personnel should be entered on the funding proposal.

c. Per Period Cost Totals page (displayed only if this option was selected on the first page).

i. Enter the **Direct** and **Indirect** costs as necessary and use the arrows to promote the same values to the subsequent periods.

Per Period Cost Totals

Total Direct:					$100,000
Total Indirect:					$55,000
Total Project:					$155,000

Cost Totals	Period Start: End:	1 7/1/2023 6/30/2024	2 7/1/2024 6/30/2025	Total
Direct:		$100,000 ▶	$0.00	$100,000
Indirect:		$55,000 ▶	$0.00	$55,000
Grand Total:		$155,000	$0.00	$155,000

ii. The totals at the top of the table will update as data is entered.

iii. Enter applicable notes in the text field by Question 1

Per Period Cost Totals

Total Direct:					$200,000
Total Indirect:					$110,000
Total Project:					$310,000

Cost Totals	Period Start: End:	1 7/1/2023 6/30/2024	2 7/1/2024 6/30/2025	Total
Direct:		$100,000 ▶	$100,000	$200,000
Indirect:		$55,000 ▶	$55,000	$110,000
Grand Total:		$155,000	$155,000	$310,000

1. Budget notes:

Enter budget notes in this field

d. SF424 Subaward Import Page (displayed only if this option was selected on the first

SF424 Subaward Import
1. To import, select your SF424 Subaward PDF click Save. The totals from the form will be loaded in the system.
[   ] Choose File

page). To import, select your SF424 Subaward PDF and select Save. The totals from the form will be loaded in the system.

e. Attachments Page: Do not use this page.

    i. Attach all documentation using the Add Attachment activity on the Proposal Workspace.

    ii. When the subaward budget is complete, select the Finish button. You are returned to the Subaward Workspace

IMPORTANT: The budget periods entered on this PDF form must match the budget periods on the primary budget.

NOTE:
- The editable PDF subaward budget form is available on the SF424 Workspace within the system or on the Grants.gov website.
- Subaward budgets are displayed under the Subaward tab of the Budget Workspace.