Steps to Add A Subaward with Personnel
1. Click on Proposal Element icon.
2. Click on Add Subaward Link.
3. Type in Name of Subaward.
4. Select Subaward Name.
5. Click on Select Subaward.
6. Type in Subaward PI first.
7. Select Subaward PI.
8. Click Continue.
Now that you’ve added the subaward institution and the subaward PI …

9. You’ll see the subaward added in the “Budget Structure” section.
10. Add staff to the subaward “SubAward: SUB…” It is now set as the default. Make sure to select it from the drop down if you are adding subaward personnel at a later time.
11. Choose appropriate “Personnel Type” from drop down menu, begin typing name in the “Name” field and select “Role.”
12. Choose appropriate role and personnel type.
13. Click on “Save.”

Policy Reminder!
Do Not Add a Subaward on a Subaward.
Initial Budget Tab > Subawards

Below is a snapshot of the Initial Budget Screen. As the initial step, the user must first add the subaward personnel before adding the budget. See preceding slides.

Once the subaward has been added, you’ll see the subaward included budget tab below. Click on Detail to add the subaward’s budget details.
The subaward budget tab has the same budget features (e.g., Personnel, Non-Personnel, F&A) as the main budget tab.

Procedure Reminder! Entering all subaward budget details may not be necessary. Please review the data entry section in GCO’s SOP on Subawards.