

# Personnel Tab – Subaward Personnel


## 1. Proposal Element

Proposal PD17-03922 **test** Jorge Lopez - Test Department (National Institutes Of Health/DHHS)

Done Save

Personnel Completed

Add Personnel [hide] Edit Mode

Proposal Element  **1**

Prime

Personnel Type Key

Create Profile Name (Last, First) Role Co-PD/PI

Save

### 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.

Budget Structure Master/Child Structure Save Close

| Institution Element Number | Project ID | Organization                            | PI           | Department      | Associated Budget/Award Increments |                |             | Active                              | Add Element                  | Remove                       |
|----------------------------|------------|---|--------------|-----------------|------------------------------------|----------------|-------------|-------------------------------------|------------------------------|------------------------------|
|                            |            |   |              |                 | Period                             | Type           | Start Date  |                                     |                              |                              |
| Prime                      | PD17-03922 | Icahn School of Medicine at Mount Sinai | Lopez, Jorge | Test Department | Requested Period 1                 | NOT THIS ONE * | 20-Oct-2017 | <input checked="" type="checkbox"/> | <a href="#">Add Subaward</a> | <a href="#">Add Subaward</a> |
|                            |            |   |              |                 | Requested Period 2                 | NOT THIS ONE * | 20-Oct-2018 | <input checked="" type="checkbox"/> |                              |                              |

**2**

Select SubAward Proposal Structure

Regents **3** Select Subaward **5**

- Regents of the University Of New Mexico
- Regents of the University of California, Berkeley **4**
- Regents of the University of California, Davis
- Regents of the University of California, Irvine
- Regents of the University of California, Los Angeles
- Regents of the University of California, Riverside
- Regents of the University of California, San Diego
- Regents of the University of California, San

Select SubAward

Begin typing to select Subaward Institution Name... Select Subaward

Select PI **6**

- Harris, Eva - Infectious Diseases and Vaccinology
- Hellerstein, Marc - Nutritional Science & Toxicology
- Jagust, William - Neuroscience
- Metayer, Catherine - Epidemiology Biostatistics **7**
- Nyangau, Edna - Nutritional Science & Toxicology
- Pennacchio, Len - Genomics Division
- Shaw, Gary - California Birth Defects Monitoring Program



to Period

Continue **8**


## Personnel Tab – Subaward Personnel (continued) 2.

SubAward: SUB17-0841  
 Prime  
 SubAward: SUB17-0841

Now that you've added the subaward institution and the subaward PI ...



Proposal Element  

Budget Structure 9 Master/Child Structure Save Close

| Element  | Institution Number | Project ID   | Organization                             | PI                | PI Department               | Associated Budget/Award Increments |                |             |                                     | Add Element                    | Remove  |
|----------|--------------------|--|--|-------------------|-----------------------------|------------------------------------|----------------|-------------|-------------------------------------|--------------------------------|---|
|          |                    |  |  |                   |                             | Period                             | Type           | Start Date  | Active                              |                                |   |
| Prime    | PD17-03923         | <span style="border: 1px solid red; border-radius: 50%; padding: 1px;">1</span>    | Icahn School of Medicine at Mount Sinai  | Gottlieb, Allison | Grants and Contracts Office | Requested Period 1                 | NOT THIS ONE * | 01-Dec-2017 | <input checked="" type="checkbox"/> | Add Subproject<br>Add SubAward |  |
| SubAward | SUB17-0841         | <span style="border: 1px solid orange; border-radius: 50%; padding: 1px;">2</span> | Albert Einstein College of Medicine, Inc | Smith, Tracey     | Biochemistry                | Requested Period 1                 | NOT THIS ONE * | 01-Dec-2017 | <input checked="" type="checkbox"/> | Add SubAward                   |   |

**Policy Reminder!**  
 Do Not Add a Subaward on a Subaward.

Add Personnel [hide]



Proposal Element  

SubAward: SUB17-0841 10

Personnel Type Key 11

Create Profile  12 Role 11 Co-PD/PI 13

Save

| PI   | Name/Role                    | Mail  | Alert | Order                    | Organization / Department  | Person Months                  |                                |                                |
|--|------------------------------|---|-------|--------------------------|--|--------------------------------|--------------------------------|--------------------------------|
|  |                              |   |       |                          |  | Calendar                       | Academic                       | Summer                         |
| <span style="border: 1px solid red; border-radius: 50%; padding: 1px;">1</span>    | Allison Gottlieb<br>PD/PI**  |  |       | <input type="checkbox"/> | Icahn School of Medicine at Mount Sinai<br>Grants and Contracts Office         | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <span style="border: 1px solid orange; border-radius: 50%; padding: 1px;">2</span> | Smith, Tracey<br>Subaward PI |  |       | <input type="checkbox"/> | Albert Einstein College of Medicine, Inc<br>Epidemiology and Population Health | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Legend:

1 Prime

2 SubAward - SUB17-0841 (Smith, Tracey)

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."

# 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.

- Budget
  - ▶ Period 1
  - ▶ Period 2
  - ▶ Period 3
  - ▶ SubAwards (1)
  - F&A
  - Cost Sharing
  - Justifications
  - Versions
  - Setup

Budget
Source View: Project
Rollup subprojects: 
 
Complete Budget

Project Period: Start: 01-Jan-2018 End: 31-Dec-2020

**Budget Summary [hide]**

| Year/Period  | Increment | Periods [hide] |             | Type           | Status  | Sponsor [show] |         | Cost Sharing [show] |         | Project [hide] |         |
|--------------|-----------|----------------|-------------|----------------|---------|----------------|---------|---------------------|---------|----------------|---------|
|              |           | Start          | End         |                |         | Total          | Total   | Directs             | F&A     | Total          |         |
| 1            | 1         | 01-Jan-2018    | 31-Dec-2018 | NOT THIS ONE * | Pending | -              | -       | -                   | -       | -              | -       |
| 2            | 2         | 01-Jan-2019    | 31-Dec-2019 | NOT THIS ONE * | Pending | -              | -       | -                   | -       | -              | -       |
| 3            | 3         | 01-Jan-2020    | 31-Dec-2020 | NOT THIS ONE * | Pending | -              | -       | -                   | -       | -              | -       |
| <b>Total</b> |           |                |             |                |         | \$ 0.00        | \$ 0.00 | \$ 0.00             | \$ 0.00 | \$ 0.00        | \$ 0.00 |

**Personnel [hide]**

| Name  | Period 1 | Period 2 | Period 3 | Direct Costs |
|---|----------|----------|----------|--------------|
| <a href="#">Detail</a> Gottlieb, Allison <i>PD/PI</i> | -        | -        | -        | \$ 0.00      |
| <b>Subtotal Personnel:</b>                            |          |          |          |              |
|   | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 0.00      |

[Add New Profile](#)

-- Select Type --
-- Select Role --
[Add Person](#)

**Non-Personnel [hide]** [Add Bulk Entry](#)

| Category                       | Period 1 | Period 2 | Period 3 | Direct Costs |
|--------------------------------|----------|----------|----------|--------------|
| No records to display.         |          |          |          |              |
| <b>Subtotal Non-Personnel:</b> |          |          |          |              |
|                                | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 0.00      |

[Add Item](#)

**SubAwards [hide]**

| Inst/Contractor Name  | Order                | Short Form | Period 1 | Period 2 | Period 3 | Direct Costs |
|---|----------------------|------------|----------|----------|----------|--------------|
| <a href="#">Detail</a> Albert Einstein College of Medicine, Inc | <input type="text"/> |            | -        | -        | -        | \$ 0.00      |
| <b>Subtotal SubAwards:</b>                                      |                      |            |          |          |          |              |
|   |                      |            | \$ 0.00  | \$ 0.00  | \$ 0.00  | \$ 0.00      |

-- Select SubAward --
[Add SubAward](#)
[Import](#)

# Budget Tab > Subawards Tab – Same Features

The subaward budget tab has the same budget features (e.g., Personnel, Non-Personnel, F&A) as the main budget tab.

- Budget
- ▾ SubAwards (1)
  - ▾ Albert Einstein College of Medicine, Inc
    - Period 1
    - Period 2
    - Period 3
    - Cost Sharing
    - Justifications

| Personnel [hide]  |             |             |                             |                      |         |         |
|---|-------------|-------------|-----------------------------|----------------------|---------|---------|
| Name  | Period 1    | Period 2    | Period 3                    | Direct Costs         |         |         |
| <input type="button" value="Detail"/> Agalliu, Ilir    SubAward PI  | -           | -           | -                           | \$ 0.00              |         |         |
| Subtotal Personnel:   |             | \$ 0.00     | \$ 0.00                     | \$ 0.00              | \$ 0.00 |         |
| <input type="text" value="Begin typing to select Personnel Name..."/> -- Select Type --                   -- Select Role -- <input type="button" value="Add Person"/> |             |             |                             |                      |         |         |
| Non-Personnel [hide]  |             |             |                             |                      |         |         |
| Category  | Period 1    | Period 2    | Period 3                    | Direct Costs         |         |         |
| No records to display.  |             |             |                             |                      |         |         |
| Subtotal Non-Personnel:   |             | \$ 0.00     | \$ 0.00                     | \$ 0.00              | \$ 0.00 |         |
| <input type="text" value="Select Budget Category"/> <input type="button" value="Add Item"/>   |             |             |                             |                      |         |         |
| SubAwards [show]  |             |             |                             |                      |         |         |
| Total Project Direct Costs:   |             | -           | -                           | -                    | -       |         |
| Project F&A:  |             | 0.00        | 0.00                        | 0.00                 | 0.00    |         |
| Total Project Costs:  |             | \$ 0.00     | \$ 0.00                     | \$ 0.00              | \$ 0.00 |         |
| F&A Breakdown   |             |             |                             |                      |         |         |
| Period  | Start Date  | End Date    | Scheme (Indirect Cost Type) | Rate                 | Base    | Amount  |
| 1   | 01-Jan-2018 | 31-Dec-2018 | <input type="text"/>        | <input type="text"/> | 0.00    | 0.00    |
| 2   | 01-Jan-2019 | 31-Dec-2019 | <input type="text"/>        | 0.000                | 0.00    | 0.00    |
| 3   | 01-Jan-2020 | 31-Dec-2020 | <input type="text"/>        | 0.000                | 0.00    | 0.00    |
| Total   |             |             |                             |                      | \$ 0.00 | \$ 0.00 |

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