GETTING STARTED

WHAT ARE SUBAWARDS...
A subaward is a formal legal agreement between the UW and another organization. There are two types:

OUTGOING SUBAWARD: UW portions some work to another institution.

INCOMING SUBAWARD: Awarded institution portions some work to UW.

WHO IS A SUBRECIPIENT...
When UW portions work out to another institution, that institution is referred to as the subrecipient.

If another awarded institution were to portion work to UW, UW would become their subrecipient.

IN THIS QUICK GUIDE...
The guide will ONLY cover the Outgoing Subaward process and subaward modifications in SAGE.

When reference is made to the subrecipient, this refers ONLY to another institution that is not UW.

ACCESS WITH ASTRA...
In order to access SAGE, permission must be given via ASTRA (Access to Systems, Tools, Resources, and Applications).

GET ACCESS: Ask your local ASTRA administrator to authorize the appropriate SAGE ASTRA Roles for you.

If you try to log in to SAGE without an authorized role, SAGE will display a list of your authorizers.

General ASTRA Resources: https://goo.gl/ximrW3
ASTRA - Who can authorize me: http://bit.ly/1YcXxyS
See page A3-7 for more information on roles and access.
START A NEW SUBAWARD

1. Log in to SAGE: sage.washington.edu

   ![Sign In to SAGE](image1)

   **NOTE:** You will only be able to create a subaward if you have first been assigned the Subaward Preparer role in ASTRA by your departmental ASTRA Authorizer. See page A3 for more on ASTRA Roles.

2. Select Subawards

3. Select Create New Subaward

4. Select Look Up eGC1 to find the eGC1 the subaward is associated with

   ![Look Up eGC1](image2)
SEARCH FOR AN eGC1

5. Select **one of the following** from the dropdown:

   - eGC1 Number
   - PI Name (last, first)
   - Short Title

6. Type all or part of the **(a) search term** and select **(b) Search**

7. Select the eGC1 **Number**; the value will populate on your request form
SELECT A SUBRECIPIENT

8. Select Look Up Subrecipient

9a. Type all or part of the (a) subrecipient name and select (b) Search

10. Select Subrecipient Name; the value will populate on your request form

SEARCH RESULTS: Results display and are limited to 25. Refine your search if you do not see the item you are looking for.

NO RESULT?

SUBRECIPIENT NOT FOUND: If you cannot find the subrecipient you are looking for, please do the following:

EMAIL: ospsubs@uw.edu  SUBJECT: New Subrecipient
CONTENT: New Subrecipient information
SELECT A FUNDING ACTION

11. Select **Look Up Funding Action**

**SEARCH RESULTS:** Only Funding Actions associated with the selected eGC1 will display.

12. Select **FA Number**; the value will populate on your request form.

**FA DATES:** These dates are determined by the FA period dates, which populate the **FA Start Date** and **FA End Date** fields.

13. The **Request Start Date**, **Request End Date** and **Request Amount** fields will become editable once you select an FA. You must enter values for these fields before submitting the request.

**NO FA?**

**IT'S REQUIRED:** If an Approved eGC1 does not yet have an FA, you can continue drafting your subaward but you'll not be allowed to submit it to OSP until one is selected.
**FILL IN ADDITIONAL FIELDS**

14. Follow the chart below and **complete each field**

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Request Start Date &amp; End Date</td>
<td>*Required for submission.</td>
</tr>
<tr>
<td>B</td>
<td>Request Amount</td>
<td>This amount must be greater than zero, but not greater than the Funding Action amount. *Required for submission.</td>
</tr>
</tbody>
</table>
| C    | Do you anticipate a multi-year subaward? | If answer **Yes**, two additional fields will display  
  - Estimated Project End Date  
  - Estimated Project Amount  
  *Required for submission. |
| D    | If allowed by the prime award, is automatic carry forward authorized by the PI? | Select Yes, No, or Not Applicable/Not Allowed. *Required for submission. |
| E    | Purchase Order Number (CR/BPO) | Enter just the number located in Ariba. *Required for submission. |
| F    | Special Terms or Instructions for OSP | Enter any additional information. |

**CR/BPO NUMBER:** This information is located in Ariba. Enter the digits only from your CR or BPO number here.
ADD ATTACHMENTS

15. Select Add Attachment to upload required attachment(s)

16. Type description, choose the file, then select Upload

17. Optional: Update or Delete existing attachments

MULTIPLE ATTACHMENTS:
Select Add Attachment to upload additional items.

VERSION UPDATES: If there is more than one version of an attachment, only the most recent can be updated or deleted.

REQUIRED ATTACHMENTS:
Find a complete listing of required documents on OSP's subaward page: http://goo.gl/YExFBx
ENTER CONTACTS

18. Enter contact information for Subrecipient PI (required) and Contact Phone Number is optional

Subrecipient Contacts

- Subrecipient PI Name: Bonnie Jones
- Subrecipient PI Email: bjones@abc.edu
- Subrecipient PI Phone: 215.555.1234

Subrecipient Contact Name: John Smith
Subrecipient Contact Email: jsmith@abc.edu
Subrecipient Contact Notes: 

SUBRECIPIENT CONTACT: You may also add information for a Subrecipient Contact. Include any other contact information in the Notes field.

19. Enter UW PI and Subaward Preparer information (required)

UW Contacts

- UW PI Name: (...)(EIN: ...
- UW PI Email: @uw.edu
- UW PI Phone: +1 206...

- Subaward Preparer Name: (...)(EIN: ...
- Subaward Preparer Email: @uw.edu
- Subaward Preparer Phone: +1 206...

AUTO-FILL: With previous selections, these fields will pre-populate. Simply select “Change Principal Investigator” or “Change Subaward Preparer” to update.
SELECT A FINANCIAL CONTACT

20. Select Look Up Financial Contact (required)

21. Select one of the following from the dropdown:
   - Name (Last, First)
   - UW NetID

22. Choose how to search, type all or part of (a) search term and select (b) Search

   SEARCH RESULTS: Results display and are limited. Refine your search if you do not see the item you are looking for.
SUBMIT YOUR SUBAWARD

23. Check **required fields are complete**

- eGC1*
- Subrecipient*
- Funding Action*
- Request Start & End Date*
- Request Amount*
- ...multi year subaward? Yes/No*
- ...automatic carry...? Yes/No*
- Purchase Order Number (CR/BPO)*
- Attachment (1 minimum)*
- UW PI Email & Phone*
- Subaward Preparer Email & Phone*
- UW Financial Contact*
- Subrecipient PI Name & Email*

**RED ASTERISKS:** All required fields are indicated by a red asterisk.

24. Select (a) **Option A** or (b) **Option B** that represents subaward submission status

**OPTION A: NOT READY**

Select **Save Draft and Close**. You will be taken to My Subawards Tasklist. To return to your subaward to continue editing, use the tasklist or search (See page A1 and A2.)

**OPTION B: READY**

Select **Submit**; the window will refresh and confirm submission at the top of the page. **Proceed to Step 25**

**IMPORTANT:** Once you submit, the subaward will NO LONGER be editable and will display as "Read Only". To make changes, the Subaward must be in composing, withdrawn or returned status.
25. After you submit, you can **(a) return to My Subwards Tasklist**, **(b) display the Subaward Overview page**, or **withdraw or cancel** your request (see 27 & 28, next page).

![Image of SAGE interface](image)

(a) **Select Back to My Subawards Tasklist**

**TASKLIST:** Displays a screen with all current subawards.

(b) **Select the SC number to open the Subaward Summary section**

**OVERVIEW:** Displays your just submitted subaward in “Read-Only” view.

26. **Note the Subaward Status in the Subaward Summary section**

As a subaward is processed, it is given a status in the following order:

1. **In OSP** - Submitted to OSP for review; it will be assigned to Subaward Intake initially
2. **OSP Assigned** - Assigned to an OSP staff member for review.
3. **Issued** - Issued to the Subrecipient.
4. **Active** - Fully Executed (FE) subaward.

**ACTIVE STATUS:** Once a subaward displays “Active” status, a Subaward Modification can be requested.
CANCEL REQUEST

27. To cancel your request, find the Request in Process section on the overview page, then select (a) Cancel Request.

(b) A confirmation message will appear. Select Yes to cancel the subaward.

WITHDRAW REQUEST

28. To withdraw your request, find the Request in Process section, then select (a) Withdraw.

(b) A confirmation message will appear. Select Ok to withdraw the subaward.
DETAILS PAGE

29. To view the details page, (a) select the request number from the subaward overview page.

From the details page, you can view details of your subaward request, (b) view subaward request status, attachments and (c) view history of the request and comments. If the request has been withdrawn or returned, you can make changes to the request, (d) Save and Close or Resubmit.

From this page, you can also (e) Withdraw or Cancel a request in In OSP status.

RESUBMIT SUBAWARD

30. To resubmit a subaward that has been withdrawn or returned, go to the details page, then select Resubmit at the bottom of the page. If you are resubmitting a returned request, you will be required to enter a comment.
SUBAWARD MODIFICATION

If there is no request in process and the subaward is in Active or Expired status, the Create Modification Request button will appear on the overview page in the Request in Process section, and you will be able to request a modification.

31. On My Subawards task list, select (a) Subaward Number in “Active” or “Expired” status

On the Subawards Overview page, select (b) Create Modification Request.

32. Select the eGC1 Number; the value will populate on your request form
33. Select **Look Up Funding Action**
Follow Steps 11 & 12 on how to select
34. Type the **Purchase Order Number (CR/BPO)**

**CR/BPO NUMBER:** This information is located in Ariba. Enter the digits only from your CR or BPO number here.

**SEARCH RESULTS:** Only Funding Actions associated with the selected eGC1 will display.

35. Select **Modification Type(s).** Select all types that apply. At least one type is required. Follow the chart below to help complete Modification Type(s).

---

**Modification Type** | **Request Description** | **Data Required**
--- | --- | ---
**Extension** | For a new Subaward End Date which extends the current project period | New Request End Date
**Early Termination** | For a new Subaward End Date which shortens the project period | New Request End Date
Funding Change | For a decrease (Deobligation) or increase (Supplement) to the subaward’s funding. Enter a negative Funding Change Amount for a Deobligation | • Funding Change Type: Deobligation or Supplement • Funding Change Amount
Scope Change | For a change in the Scope of Work (SoW) | An attachment that includes background info/objectives and work to be performed
Other Modification | For other changes | Special Terms or Instructions for OSP

**SAGE** will not allow the selection of both an Extension and an Early Termination on a modification.
36. Optional: **Upload Attachment(s)** for a Scope Change modification. Follow Steps 15 & 16 on how to upload

**Attachments**

*No attachments have been associated*

**Add Attachment**

36

37. Check **required fields are complete**

- eGC1*
- Funding Action*
- Purchase Order Number (CR/BPO)*
- Attachments* (Only if Scope Change is selected)

**Scope Change**

Attach the new scope of work in the Attachment

**Attachments**

**REQUIRED ATTACHMENTS:**
Find a complete listing of required documents on OSP's subaward page: [http://goo.gl/YExFBx](http://goo.gl/YExFBx)

**RED ASTERISKS:** All required fields are indicated by a red asterisk.

38. Select **(a) Option A** or **(b) Option B** that represents the modification request

**OPTION A: NOT READY**

Select **Save Draft and Close**

**OPTION B: READY**

Select **Submit**; the window will refresh and confirm submission.
APPENDIX

MY SUBAWARDS – TASKLIST

The My Subawards page displays all of the subawards to which you have edit access.

The items are listed in order by Subaward Number, with the newest one first.

ACCESS: SEARCH & VIEW

If you are named in one or more of the following roles on an eGC1 associated with the subaward, you will be able to search for, open and view details of the subaward:

• Administrative Contact, Pre-Award Budget Contact or eGC1 Preparer
• Assigned Read-Write or Read-Only access to the eGC1 or the subaward

ACCESS: TASKLIST & EDIT

If you are named as Subaward Preparer, UW PI or Financial Contact on the subaward or have been granted Read-Write Access to the subaward, a subaward will display in your tasklist, and you will be able to view and edit the subaward.
SEARCH FOR SUBAWARDS

To search for a subaward, options are available:

A1 - SEARCH
Type all or part of the item you wish to search for within the following columns:
• Subaward Number
• Subrecipient Name
• Dates (MM/DD/YYYY)
• Total Subaward Amount
• UW PI
• BPO Number
• FA Org Code
• eGC1 Number
• eGC1 Short Title
From the dropdown choose “My Subawards” or “All Subawards,” then select Search.

A3 - FILTER SUBAWARD STATUSES
Select a filter checkbox(es)
• Active
• Expired
• Closed Out
• Canceled

A2 - FILTER REQUEST STATUSES
Select a filter checkbox(es)
• Composing
• In OSP
• OSP Assigned
• Withdrawn
• Returned
• Issued

A4 - REORDER
Select a column heading to reorder your tasklist alphabetically or numerically.
• Blank, A to Z
• Blank, Oldest to Newest
• Blank, Smallest to Largest

SUBAWARD NUMBER: The Subaward Number may not be clickable depending on your permissions.
SUBAWARD ROLES

To create and submit subaward and subaward modification requests, you will need the Subaward Preparer ASTRA role.

This role is NOT limited by Organization Code.

REQUEST A SUBAWARD PREPARER ROLE

When requesting this role from your local ASTRA Administrator, request the following:

- **A5**: Application - SAGE
- **A6**: Role - Subaward Preparer
- **A7**: Action - Read-Write
- **A8**: ASTRA Role - User

In addition to the Subaward Preparer, those with access to an eGC1 associated with one of the subaward’s requests have the ability to perform the following subaward actions.

<table>
<thead>
<tr>
<th>Campus Role or Access Type</th>
<th>Create New Subaward or Modification</th>
<th>Edit in Composing, Withdrawn or Returned Status</th>
<th>Edit Contact Info (from Overview Page)</th>
<th>Edit Manage Access List</th>
<th>Open Subaward &amp; View Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRA Role SAGE Subaward Preparer</td>
<td>Create Only New Subawards</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>SAGE Role Subaward Contact (PI, Preparer, Financial)</td>
<td>Create Only Modifications</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>SAGE Role Assigned Read-Write</td>
<td>Create Only Modifications</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>SAGE Role Assigned Read-Only</td>
<td></td>
<td></td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Any SAGE Role on associated eGC1s</td>
<td></td>
<td></td>
<td>YES</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>
SUBAWARD MANAGE ACCESS

The Manage Access page allows you to see who has access to the subaward. If you are named as a contact on the subaward or have the Subaward Preparer ASTRA role, you can use the Manage Access page to grant additional users either Read-Write or Read-Only access.

A9a. From a request in Composing status, you can open the Manage Access page by navigating to the Subaward Request Details section and selecting the Manage Access button.

A9b. From a request in a status other than composing, you can open the Manage Access page by navigating to the Subaward Overview page and selecting the Manage Access button.
SUBAWARD MANAGED & RELATED EGC1 ACCESS

SUBAWARD MANAGED ACCESS

A10. The **Subaward Managed Access** section allows you to view owners of the subaward and grant access to additional users to view or edit (see A12, next page).

![Subaward Managed Access Table]

## RELATED eGC1 ACCESS

A11. The **Related eGC1 Access** section shows people who have access to the subaward because they have access to an eGC1 associated with one of the subaward’s requests.

If your subaward access is through an eGC1, the subaward will not appear on your tasklist. You can only search for it and then view it.
A12. To grant someone access to your subaward, select the Add Another User link to display the personnel chooser.

A13. Enter the name of the person you would like to add in the Search For box, then select Search. You can search by name or UW NetID using the drop-down options to the right of the search box.

A14. Select the name of the person from the list of results that appears below the search box. The page will refresh and display the added person with Read-Only access permission by default.
A15. You can use the drop-down menu to change the permission to **Read/Write**.

Read-Write access allows the person to edit the subaward. Only subawards that someone has Read-Write access for will appear on their tasklist.

Someone with Read-Only access can view the subaward, but not edit it. They can search for and then view any subaward for which they have Read-Only access.

A16. To remove a person with assigned access, select the **trash can icon**. The system will not prompt you to confirm the deletion.
## RESOURCES

The following resources help provide information for the SAGE product, subaward process and application status. Use the Research Administration Data (RAD) to generate reports for departments.

<table>
<thead>
<tr>
<th>About Subawards</th>
<th><a href="http://www.washington.edu/research/myresearch-lifecycle/setup/subawards/">http://www.washington.edu/research/myresearch-lifecycle/setup/subawards/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Subaward Status</td>
<td><a href="https://myresearch.washington.edu/">https://myresearch.washington.edu/</a></td>
</tr>
<tr>
<td>Research Administration Data</td>
<td><a href="http://www.washington.edu/research/tools/research-administration-data-rad/">http://www.washington.edu/research/tools/research-administration-data-rad/</a></td>
</tr>
</tbody>
</table>

## Support:

<table>
<thead>
<tr>
<th>Support</th>
<th>Office Hours: Mon-Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product: SAGE Subawards</td>
<td>(206) 685-8335 <a href="mailto:sagehelp@uw.edu">sagehelp@uw.edu</a></td>
</tr>
<tr>
<td>Policy: Subawards</td>
<td>(206) 543-4043 <a href="mailto:ospsubs@uw.edu">ospsubs@uw.edu</a></td>
</tr>
<tr>
<td>Procurement: Ariba</td>
<td>(206) 543-4500 <a href="mailto:pcshelp@uw.edu">pcshelp@uw.edu</a></td>
</tr>
</tbody>
</table>
OTHER QUESTIONS

SAGE SUBAWARDS:
sagehelp@uw.edu
(206) 685-8335

SUBAWARD AGREEMENT OR MODIFICATIONS:
ospsubs@uw.edu
(206) 543-4043

PROCUREMENT SERVICES/ARIBA:
pcshelp@uw.edu

ABOUT THIS QUICK GUIDE:
orislearn@uw.edu