# GETTING STARTED: HOW TO REQUEST TO ISSUE A NEW OUTGOING SUBAWARD

**WHAT IS IT?**

This job aid steps through how to complete a change request in InfoEd for issuing a new outgoing subaward.

<table>
<thead>
<tr>
<th>1. Login to InfoEd</th>
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<tbody>
<tr>
<td>• Go to infoed.northwestern.edu</td>
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<tr>
<td>• Login with your NetID and password</td>
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<tr>
<th>2. Create a Change Request</th>
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<tr>
<td>• Within the InfoEd portal, create a change request by clicking Change Requests and then clicking Subcontract - Request to Issue New Subaward from the Create New menu. (Note: If you do not see the option to create a Change Request, you may need to submit a security form)</td>
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<th>3. Complete the New Change Request Questionnaire</th>
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<tr>
<td>• Step 1: Link the Change Request to a Sponsored Project by clicking Linked Proposal and selecting Add New</td>
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<td>• Step 2: After linking a proposal (i.e. the SP#) to your change request, the relevant questions will appear below</td>
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<td>• Step 3: Indicate or complete the:</td>
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<tr>
<td>Subaward Organization Name (Note: If the subaward organization name does not appear in the drop-down menu, please click the link to request new Subrecipient)</td>
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<tr>
<td>Subaward PI Name</td>
</tr>
<tr>
<td>Contact person name (in the sponsored research office at subaward organization)</td>
</tr>
<tr>
<td>Contact person email</td>
</tr>
<tr>
<td>Contact person phone number</td>
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Learn more:
[osr.northwestern.edu/resources/infoed](osr.northwestern.edu/resources/infoed)
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Subaward Information:

• Upon selecting No to the question regarding whether the subaward was included in the original proposal budget awarded, an additional prompt for more information will appear.

(Note: It is best practice to provide the checklist to ensure that the appropriate agreement is used. As such, this is a required inclusion on all requests for new subcontracts when the sub was not included in the original proposal.)

Approval:

• Follow the prompts to complete the required fields, and, if applicable, provide additional information and/or documents to OSR.

Budget & Special Terms:

• Agency Approval: For example, if a budget change results in a change of scope, agency approval may be required.

• Sufficient funds:
  - If No, then a budget entry table appears. The grand total should = $0 (i.e. the increase and decrease amounts should be a net zero).
  - If Yes, then you will be prompted to upload verification documentation (e.g. department tracking sheet for subcontract amounts obligated).

(Note: For assistance reference the Rebudget Calculator (for Subs) on the OSR website Tools page osr.northwestern.edu/resources/tools.)

Learn more:
osr.northwestern.edu/resources/infoed

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Uploads:

- Follow the prompts to complete the required fields, and, if applicable, provide additional information and/or documents to OSR

Additional Information:

Upon selecting Yes to the question regarding whether the subaward involves human or animal subjects, additional prompts for more information will appear

- **Human Subjects Assurance:**
  - If you choose to Upload IRB Approval, an additional prompt appears to upload the IRB approval letter.
  - If you choose to Provide Assurance Number, you will be prompted to Provide subawardee FWA. If you need to find the subrecipient’s FWA, click on the NIH Search link to bring up the NIH’s Office for Human Research Protections search tool.

- **Animal Subjects Assurance:**
  - If you choose to Upload IRB Approval, an additional prompt appears to upload the IRB approval letter.
  - Similarly to the Human Subjects Assurance (above), if you choose to Provide Assurance Number, you will be prompted to Provide subawardee animal welfare assurance. If you need to find this information, click on the NIH Search link to bring up the NIH’s Office for Animal Laboratory Animal Welfare search tool.

Embryonic Stem Cells:

- If yes, then stem cells need to included on the NIH Human Embryonic Stem Cell Registry.

Learn more:
[osr.northwestern.edu/resources/infoed](osr.northwestern.edu/resources/infoed)
### Upload eDisclosure:
- If following NUCOI, then upload eDisclosure; otherwise upload NUCOI determination

### Pre-existing proprietary or confidential data/materials:
Upon selecting Yes to the question regarding whether pre-existing proprietary or confidential data or materials be provided/received/exchanged in the performance of this subcontract, the data/materials terms will be incorporated into the subcontract agreement

### Description of permitted use:
Consult with the PI or study coordinator

### Other Information:
Upon selecting Yes to the question regarding whether the subaward involves human or animal subjects, additional prompts for more information will appear

### 4. Save
- Click Save at any time to save your work and return to it later