1. Create a Change Request

- Upon logging into 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.)

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2. Complete the New Change Request Questionnaire
   • Step 1: Link the Change Request to a Sponsored Project by clicking Linked Proposal and selecting Add New
   • Step 2: After linking a proposal (i.e. the SP#) to your change request, the relevant questions will appear below
   • Step 3: Complete options below:
     NUFinancials Chartstring (Fund-Department-Project-Activity)
     Subaward Organization Name (If the subaward organization name does not appear in the drop-down menu, please click the link to request new Subrecipient)
     Subaward PI Name
     Contact person name (in the sponsored research office at subaward organization)
     Contact person email
     Contact person phone number
     Subaward Information
     Budget & Special Terms
     Uploads
     Additional Information
     Other Information

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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 Determine Subrecipient vs. Contractor” 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.

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Budget & Special Terms

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

    * Has the subaward budget changed from the awarded amount in a way that would require agency approval?
    [ ] Yes  [ ] No

• Sufficient funds:
  If No, then a budget entry table appears. Click ‘Add New’ to add Budget Categories. 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). A verification document that you can use for this purpose can be found on the OSR website Tools page.

(Note: For assistance with rebudgeting, please reference the Rebudget Calculator (for Subcontracts) on the OSR website Tools page)

Are sufficient funds allocated to the subcontract budget line(s) in NU Financials for this action and all previous subaward obligations?
[ ] Yes  [ ] No

List of budget revisions: Calculate F&A as applicable. (e.g. if budget category 78651 or 78643 (which do not incur F&A) is increased, then also include a line item for the corresponding decrease in F&A.) Please see the OSR Tools and Forms page for a subcontract rebudgeting tool.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Increase Amount</th>
<th>Decrease Amount</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total:</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

* Are sufficient funds allocated to the subcontract budget line(s) in NU Financials for this action and all previous subaward obligations?
[ ] Yes  [ ] No

* Upload verification documentation:

Special Additional Terms:

<table>
<thead>
<tr>
<th>Term</th>
<th>Additional Information</th>
</tr>
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<tbody>
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</table>

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

* Upload Statement of Work, Budget and Justification (In one combined document):

Additional Information:

- Human Subjects Assurance:
  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.

  If you choose to Upload IRB Approval, an additional prompt appears to upload the IRB approval letter.

* Human subjects involved on subaward?

* Is it a clinical trial?

* Human Subject Assurance:

  Provide Assurance Number

  Upload IRB Approval

Provide subawardee FWA (NIH Search):

* Upload IRB approval letter:

Learn more:
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Upon selecting Yes, not previously addressed on an agreement under this project, to the question regarding whether Human subjects data will be exchanged, additional prompts for more information will appear:

* Will human subject data be exchanged?
  - Yes
  - No

Upon selecting No to the question regarding whether human subjects data will be completely de-identified, additional prompts for more information will appear:

* Is the human subjects data completely de-identified?
  - Yes
  - No

* Please provide a description of the human subjects data:

* Please provide the permitted uses of the human subjects data:

Upon selecting Yes to the question regarding whether Personally Identifiable Information (PII) or Protected Health Information (PHI) is included, additional prompts for more information will appear:

Is there Personally Identifiable Information (PII) or Protected Health Information (PHI) included?

* Is the data a limited data set (as defined by HIPAA)?
  - Yes
  - No

* Does the provider IRB approval, consent, and protocol contemplate or reflect the anticipated disclosure and/or use of the data including subject identifiers?
  - Yes
  - No

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• Animal Subjects Assurance:

1. Is animal work (including development of custom antibodies) being done at the subcontract site?  
   - Yes  - No

2. Has the subrecipient IACUC protocol been acknowledged by Northwestern IACUC? Note that Northwestern IACUC acknowledgement must be obtained prior to OSR execution of the subcontract agreement. Please refer to Northwestern IACUC for guidance.

   - Yes  - No

3. Upload Northwestern IACUC acknowledgement letter listing the subrecipient site.

4. Upload subrecipients IACUC approval letter.

• Embryonic Stem Cells:  
  If Yes, then stem cells need to be included on the NIH Human Embryonic Stem Cell Registry

5. Are embryonic stem cells involved in the subaward?  
   - Yes  - No

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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 pre-existing proprietary or confidential data or materials, the data/materials terms will be incorporated into the subcontract agreement

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

Will pre-existing proprietary or confidential data or materials be provided/received/exchanged in the performance of this subcontract?

Provide description of the permitted use of the data/material:

Provide description of data/material:

Other Information:
  • Provide additional information or uploads as applicable.

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Additional information for OSR (optional):

Additional Documents for OSR (optional):

Industry Clinical Trials:

• For Industry Clinical Trials, it is important to include:
  
  Subaward PI email
  Upload the Statement of Work
  Upload the budget and budget justification
  Other Information

3. Save
  • Click Save at any time to save your work and return to it later

Learn more:
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