



Outbound Subagreement Amendment IBIS Submission Guidance

Prerequisite Checklist:

- Notice of Award or fully executed contract supporting the subaward amendment needed must be processed in Workday (subawards are not issued under advance accounts)
- Subrecipient must have an active vendor registration in UMarketplace (supplier is Active for Shopping in UMarketplace)
- Subrecipient must have an active sam.gov registration if original source of funding is federal, state, or local government, including Children’s Trust
- Subaward amendments must be supported by a corresponding, active subk grant line in Workday: when carryover is restricted by the prime sponsor, a new grant line is needed for each subsequent year, and grant line dates must be consistent with any requested amendment dates

Outbound Subagreement IBIS Submission Instructions:

1. Navigate to the original OS record for the agreement requiring an amendment

2. Click Create Amendment on the leftmost toolbar:



Create Amendment

3. Amendment Information Tab:

<p>1. Upload draft amendment file: (or check the box below)</p> <p>[None] <input type="button" value="Upload"/></p> <p>Amendment file draft to be generated internally? <input checked="" type="checkbox"/></p>	<p>Given that RA drafts all outbound subagreement amendments, the box beside Amendment file draft to be generated internally? must be selected.</p>
<p>2. Supporting documents:</p> <p><input type="button" value="+ Add"/></p> <p>Name</p> <p>There are no items to display</p>	<p>The following documents must be uploaded here:</p> <ol style="list-style-type: none"> 1. Subrecipient Budget and Budget Justification for any new obligation of funds 2. Notice of Award supporting amendment 3. Subrecipient SOW if changing
<p>3. * Amendment Description:</p>	<p>DO NOT DELETE ANYTHING IN CAPS. The Amendment Description must contain the subk grant line (if carryover restricted by prime sponsor) and a description of the amendment being requested (NCE, funding increment, supplement, carryover approval, deobligation, Subrecipient PI change, etc.). In the event the amendment is needed to approve carryover, amount approved and budget periods from and to must be included here, i.e., unspent funds from period X have been approved for spending in period Y. Note: approved carryover never increases the total amount of funding obligated to date.</p>



4. Click Continue:

5. Agreement Upload Tab:

<p>1. Agreement manager/Principal investigator:</p> <input type="text"/>	<p>The Agreement manager/Principal Investigator should be the PI overseeing the overall project, automatically populates based on the original submission but can be updated (should be consistent with the Notice of Award).</p>
<p>2. Title or internal reference number: ?</p> <input type="text" value="Amendment 1 - Outbound_Subrecipient/Sponsor - :"/>	<p>Title should be the title for the original agreement, which automatically populates based on the original submission but can be updated, preceded by the amendment number.</p>
<p>3. * Agreement type:</p> <input type="text" value="Outbound Subagreement"/>	<p>Agreement type should always be Outbound Subagreement.</p>
<p>4. Description:</p>	<p>Optional, automatically populates based on the original submission but can be updated.</p>

6. General Information Tab:

<p>1. * Contracting party:</p> <input type="text"/> <p>If you cannot find the organization in the list above, enter its information here: Contracting party name: <input type="text"/></p>	<p>Ensure the Contracting Party is consistent with the original Outbound Subagreement and supplier associated with the established grant line in Workday. Note: this field automatically populates based on the original submission but can be updated.</p>
<p>2. Contracting party contact name:</p> <input type="text"/>	<p>This Contact should be an individual employed by the Contracting Party responsible for the negotiation of agreements. Note: this field automatically populates based on the original submission but can be updated.</p>
<p>3. Contracting party contact e-mail:</p> <input type="text"/>	<p>Email address is required. Note: this field automatically populates based on the original submission but can be updated.</p>
<p>4. Contracting party contact phone:</p> <input type="text"/>	<p>Optional. Note: this field automatically populates based on the original submission.</p>
<p>5. * Responsible department/division/institute: ?</p> <p>ORA Administration <input type="text"/> <input type="button" value="X"/></p>	<p>Automatically populates based on the original submission but can be updated – change only as needed to ensure accuracy.</p>



7. SUB Agreement Information:

<p>1. * Prime Funding Agency:</p> <input type="text" value="..."/>	<p>Automatically populates based on the original submission and should not be changed.</p>
<p>2. Project Title:</p> <input type="text"/>	<p>Automatically populates based on the original submission and should not be changed.</p>
<p>3. Prime Award ID:</p> <input type="text"/>	<p>Automatically populates based on the original submission and should not be changed.</p>
<p>4. * Subaward ID:</p> <input type="text"/>	<p>Automatically populates based on the original submission and should not be changed.</p>
<p>5. * Subrecipient PI First Name:</p> <input type="text"/>	<p>Automatically populates based on the original submission. If requesting Subrecipient PI change, additional documentation (i.e., sponsor approval, revised budget, revised SOW, etc.) should be uploaded to Amendment Information Tab as supporting documents and PI change should be noted in Amendment Description field.</p>
<p>6. Subrecipient PI Middle Initial:</p> <input type="text"/>	<p>See above response for Subrecipient PI First Name.</p>
<p>7. * Subrecipient PI Last Name:</p> <input type="text"/>	<p>See above response for Subrecipient PI First Name.</p>
<p>8. * Direct costs:</p> <input type="text" value="\$0"/>	<p>Direct Costs total given must be equal to the total direct costs specified in the subrecipient's budget for the annual increment being obligated.</p>
<p>9. * Indirect costs:</p> <input type="text" value="\$0"/>	<p>Indirect Costs total given must be equal to the total indirect costs specified in the subrecipient's budget for the annual increment being obligated.</p>
<p>10. * Total costs:</p> <input type="text" value="\$0"/>	<p>Automatically populates.</p>
<p>11. Estimated Total Costs:</p> <input type="text"/>	<p>Optional.</p>
<p>12. * Budget start date:</p> <input type="text"/>	<p>Budget Start Date should be the start date for the budget increment being obligated.</p>



<p>13. * Budget end date:</p> <input type="text"/>	<p>Budget End Date should be the end date for the budget increment being obligated, which must be within the prime award period of performance.</p>
<p>14. Estimated project start date:</p> <input type="text"/>	<p>Optional.</p>
<p>15. Estimated project end date:</p> <input type="text"/>	<p>Optional.</p>
<p>16. Carryover: <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Optional.</p>
<p>17. Subject to FFATA: <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Optional.</p>
<p>18. Fixed-price Subaward: <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Optional.</p>
<p>19. Foreign Entity: <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Optional.</p>

8. SUB Regulatory Compliance Tab:

<p>1. Are Human Subjects Involved: <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Automatically populates based on the original submission and should not be changed.</p>
<p>2. Are Vertebrate Animals Involved: <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Automatically populates based on the original submission and should not be changed.</p>











9. SUB Risk Assessment Tab: DO NOT COMPLETE

10. Completion Instructions Tab: confirm all information inputted accurately and Click Finish



11. The OS Amendment should now be in Pre-Submission status. Click Submit on the leftmost menu:



-  Submit
-  Manage Ancillary Reviews
-  Manage Access
-  Email Agreement
-  Log Correspondence
-  Assign PI Proxies
-  Discard
-  Copy Agreement
-  Generate Agreement
-  Manage Relationships

- Notes:**
- 1) Submission of an Outbound Subagreement Amendment request in IBIS constitutes department and PI approval to proceed with execution of the agreement amendment in accordance with the information supplied in the IBIS Create Amendment form.**
 - 2) Failure to comply with this guidance document may result in rejection/discarding of the Outbound Subagreement Amendment request or a formal Request for Clarification in IBIS.**