

Subaward Transaction Summary User Guide

The Subaward Transaction Summary is used to view all outgoing Subaward Agreements for the campus. You will be able to view the specific award actions processed, as well as the subaward agreement documents.

You can search for subawards using the assigned Subaward Number, Prime Sponsor Award Number or by Principal Investigator. Once on the report prompt page, enter one of these search criteria and then click Submit on the bottom of the page:

The screenshot shows the 'Subaward Transaction Summary' search page. At the top, the breadcrumb 'INPR-OR-050-Subaward Transaction Summary' is visible. The UCI Office of Research logo is on the left, and the page title 'Subaward Transaction Summary' is on the right. A red message states: 'At least one of the following prompts are required.' Below this are two search fields: 'FSRS Subaward Number' and 'Sponsor Award Number', both with yellow input boxes and '(exact match)' labels. A 'Principal Investigator' section includes a 'Clear' button, a search prompt 'Type in PI name and click 'Search''.', an example 'Ex: Smith', a yellow input box, and a 'Search' button. Below the search box are 'Options', 'Results' (with 'Select all' and 'Deselect all' links), 'Insert' and 'Remove' buttons, and a 'Choice' box (with 'Select all' and 'Deselect all' links). At the bottom, there are 'Clear' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

The results page will list all subawards that match your search criteria. The subawards will be sort by Sponsor Award Number and then by date. For the example below, there are two award transactions that were processed for this subaward, one for the period of 3/1/19-2/28/20; and the other for the period of 3/1/19-2/28/21. To view specific details for each transaction, click on “Subaward Transaction Detail.”

To view a copy of the actual subaward agreement, click down below in the Subaward Attachment Repository section. The agreements will open in PDF format:

INPR-OR-050-Subaward Transaction Summary

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Run Date/Time: 05/13/2020 1:18:21 PM
 Page #: 1 of ?
 # of Records: 2
 Run by: Jonathan Lew

Subaward Transactions

PI Name: [REDACTED]

Sponsor Award Number	FSRS Subaward Number	Subrecipient Name	Start Date	End Date	Obligated Change Amount	View
[REDACTED]	2019-[REDACTED]	[REDACTED]	03/01/2019	02/28/2020	[REDACTED]	Subaward Transaction Detail
[REDACTED]	2019-[REDACTED]	[REDACTED]	03/01/2019	02/28/2021	[REDACTED]	Subaward Transaction Detail
CLIN1-10953 - Total					380,224	

Subaward Attachment Repository

Click on 'Notice of Subaward Doc' to view Subaward Attachment

FSRS Subaward Nbr	Subaward Attachment Description	Date of Attachment	Subaward Attachment
2019-[REDACTED]	Cycle 2; Amendment 1	12/04/2019	Notice of Subaward Doc
2019-[REDACTED]	SUBK Cycle 1; Cycle 1	10/07/2019	Notice of Subaward Doc

The Subaward Transaction Detail report will provide specific information for that award action. Information includes things such as:

- Amount of the transaction
- Cumulative Total for the Subaward
- Name of your SPA Officer
- Project Period
- Comments regarding the action
- Information on the Prime Award



Subaward Transaction Summary Detail

Subrecipient: [REDACTED]
Site Investigator/Project Title:

SUBAWARD DETAILS

Subaward Nbr: 2019-[REDACTED]
Subaward ID: [REDACTED]
Subaward Type: **Outgoing Subaward: Multiple Campus Award**
Department Contact: [REDACTED]
SPA Subaward Officer: **GRACE PARK**

OBLIGATIONS FOR THIS TRANSACTION

Obligated Amount: **\$380,224**
Cumulative Total (incl this transaction): **\$380,224**
Modification Type: **New**
Obligation Start Date: **03/01/2019**
Obligation End Date: **02/28/2020**

TRANSACTION COMMENTS:

PRIME AWARD DETAILS

PI: [REDACTED]

KR Prime Award ID: [REDACTED]

KR Doc Nbr: [REDACTED]

Prime Sponsor: [REDACTED]

Prime Award Nbr: [REDACTED]

We will be constantly making improvements to this report. Items are already in the works with our IT team to add additional information to the report that will make this report more useful in your work.

If you have any questions, concerns or suggestions regarding improvements for the report, please feel free to send an email to the ERA Team at era@research.uci.edu.

Thanks!

The ERA Team