Adding an NIH Subaward Budget in Sparta (Focus on applications that require a detail budget)
Updated 3/2017

When an NIH proposal includes a detail budget with subawards, there is a distinct process for getting the subaward budgets created in the SF424 forms. This walkthrough will explain the steps to be taken so that you do not have to enter subaward budgets manually into the SF424 form.

Please note that when creating a Funding Proposal that will be submitted using the SF424 forms, there are two distinct steps in the creation of the application; 1) Creation of the Funding Proposal, and 2) Creation of the SF424 form to be submitted to the Federal sponsor. As such, there are two distinct parts to this subaward process as well, first in the Funding Proposal section of Sparta, and second in the SF424 section.

The first step in this process is to create the new Funding Proposal in Sparta. Information and guides for this process can be found on the Sparta Training Documents and Videos site at http://case.edu/research/faculty-staff/education/sparta/sparta-training/. Once the Funding Proposal has been completed, you are ready to create the budget, which is where this walkthrough begins.

1. Upon completing the Funding Proposal (FP), you will be brought back to the main FP dashboard. Enter in the main budget information by clicking the “Budget” tab in from the funding proposal workspace.
2. Click on the main sponsor budget (not the cost share option) to enter in the internal budget details.

3. Chose the “Edit Budget” Option from the left side menu.
4. Fill in Section 1.0 to reflect the project info. Continue to Section 2.0-Budget Characteristics.

5. On Section 2.0, be sure to check “Yes” to question #2 “Will this budget Subaward/Subcontract research to another institution?”.

6. Enter in the main budget information for the Case award in all parts of Section 3. Do not include the subaward expenses here. Continue to Section 4.0-Subaward-Subcontractor Sites.

7. In Section 4.0, use the “Add” button to enter in the names of the subaward/subcontracting sites. Be sure to add all of your subcontractors here as this directly populates the SF424 options to add in the SF424 Subaward Budget Attachments.
8. Once you have finished the internal budget, you will be returned to the main budget workspace. Notice that there is now a Subaward/Subcontract tab. Click to enter in the high-level subaward budget information.

9. The Subaward/Subcontract screen will display all the subaward sites you entered in on Step 7 above. If not all of your subcontractors are listed, you will need to go back to the main Case budget (Step 7 above) and add any missing sites.

10. Click on the name of the subaward budget you would like to edit. Once on that subaward’s main page, choose “Edit Budget” from the left menu.
11. Enter in the site-specific information in Section 1.0.
   a. If you enter in an F&A rate in Section 1.0, Sparta can automatically calculate the F&A costs on the
      bottom line budget that you enter later. If you do not enter in an F&A rate on this page, then you will
      need to include the full budget (direct and F&A costs) into Section 3.4. See step 12a for more detail.

12. Continue to Section 3.4-General Costs. You do not need to enter any detail in the Personnel or Travel pages.
   Add a line and select Bottom Line Budget. Add in the costs of the subaward for each year. Continue on and finish
   the budget, remembering to attach a copy of the subcontract budget in Sparta for internal use.
   a. A note regarding F&A: In Section 3.4, you have the option of having Sparta calculate the F&A on the
      costs entered on each line. By checking the “Apply Indirects (MTDC)” for the row, you can direct Sparta
      to add indirect costs to the final budget. As stated above, Sparta will apply the F&A rate entered in
      Section 1.0.to the total amount entered for the subcontract. If there are expenses that are excluded
      from the F&A calculation, such as equipment, then you will need two lines. One line will have the “Apply
      Indirects” box ticked for costs that allow F&A and the second row will not tick the box and include all
      costs excluded from F&A. If you do not enter in an F&A rate in Section 1.0, then you should enter the
      total costs of the subaward (direct and indirect costs) to get the correct budget.
   b. PLEASE NOTE!! Any detail budget information for the subaward entered into Sparta WILL NOT map to
      the SF424 budget pages. Therefore it is recommended that you enter in a Bottom Line Budget. A Bottom
      Line Budget is simply a lump sum of costs. There is no detail by category. If you choose to enter a detail
      budget for the subcontractor, you still need to import the subaward budget form.

13. Once you click “Finish”, you will be returned to that subaward’s main page. Click the breadcrumb for the main
   budget page to return to the overall budget main page.
14. Once back at the main budget page:
   a. If you have additional subawards to enter, click on the subaward tab (figure in Step 8). Follow the
directions from Step 8.
   b. If you are done entering budgets, click the breadcrumb to get back to the main funding proposal page as
shown below.

15. At this point, all the budget and funding proposal information should be entered and you are back to the main
FP dashboard. You can now create the SF424. Click the “Create-Update SF424” from the left side menu under
“My Activities”.

![Diagram of the main budget page with the breadcrumb highlighted]

![Diagram of the main FP dashboard with the "Create-Update SF424" option highlighted]
16. Sparta will bring up a window asking you to select the forms needed for the application. Be sure to tick the box for the R&R Subaward Budget Attachment. Click OK when all appropriate boxes have been ticked.

17. Once the process has completed, “SF424 Created-Updated” will appear in the History comments (see the red arrow below). Navigate to the SFS424 workspace by first clicking on the SF424 Summary Tab located towards the bottom of the page.
18. From the SF424 Summary tab, click on the SF424 link at the bottom of the page. This will take you to the SF424 workspace.

19. From the SF424 workspace (notice the right side detail is now SF-424000000XX rather than FP00XXXXXX), click the “Edit Grant Application” button in the left menu.
****IF YOU ARE SUBMITTING A MODULAR BUDGET SKIP STEPS 20 – 22 AND GO DIRECTLY TO STEP 23****
There is no budget import for a modular award, since no detail budget is required.

20. On the first page, you will be asked to add in any optional forms. Be sure to select “Research and Related Subaward Budget Attachment” from the list as you make your choices. Once you have the boxes checked, click the “Save” link at the top or bottom of the page. Once saved, click “Exit” and go back to the main SF424 workspace.

21. Once back at the SF424 dashboard (see the figure in Step 19), choose “Import Subaward” from the left menu.
22. A window will display that will show lines equal to the number of subawards that you entered in the budget pages. (Step 7). Those lines will be labeled “Empty” as shown below.

Click the radio button next to an “Empty” field. Upload (red arrow) the subaward budget attachment from your site.

Once your Upload form has been selected, click “OK” at the bottom of the page.
23. After clicking “OK”, you’ll return to the SF424 workspace. A message will appear in the History tab to let you know the import was successful if you are including a detail budget. Repeat the import process for each subaward.

24. Continue to edit the SF424 forms as needed by clicking the “Edit Grant Application” button on the left side menu (see figure in Step 19). The subaward budgets will be populated in the form set for a detail budget.