Adding an NIH Subaward Budget in Sparta

1. Enter in the main budget information by clicking the “Budget” tab in from the main page.

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. Continue to Section 4.0-Subaward-Subcontractor Sites.

7. 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 page. 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, you will need to go back 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. Continue on to Section 1.1-All Listed Personnel.

12. Section 1.1-All Listed Personnel will show all the non-CWRU personnel you added in the Funding Proposal, not just the personnel to the specific site. Continue on to Section 3 for the budget detail.

13. Continue to Section 3.4-General Costs. Here you can add a line and select Bottom Line Budget. Add in the direct costs of the subaward. The F&A will calculate automatically from the rate you entered in Section 1.0. Continue on and finish the budget.
14. 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.

15. Once back at the main budget page (see figure in Step 8):
   a. If you have additional subawards to enter, click on the subaward tab. 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.

16. At this point, all the budget and funding proposal information should be entered. You can now create the SF424. Once created navigate to the SF424 main page and click the “Edit Grant Application” button in the left menu.
17. 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 page.

18. Once back at the SF424 main page, choose “Import Subaward” from the left menu.
19. A window will display that will show lines equal to the number of subawards that you entered in the budget pages. Each line will say “Empty Subaward”. Click the radio button next to an “Empty” field, then upload the subaward budget attachment from your site. Repeat Steps 18 and 19 for each subaward.

20. You can now edit the SF424 and the subaward budgets will be populated in the form set.