

**Overview:**

Detailed Subaward Budget file(s) may now be uploaded in Kuali Coeus for Grants.gov S2S Submissions – below is an overview of the process.

**Procedure:****Uploading Subaward Budget**

Most subcontracts are subject to Facilities and Administration (F&A) costs for only the first \$25,000 spent.


For budgets where the subcontract cost is greater than \$25,000, there may be up to four cost elements used:

- Subcontracts – Subject to MIT F&A
- Subcontracts – No MIT F&A
- Subcontractors F&A – Subject to MIT F&A
- Subcontractors F&A – No MIT F&A

Kuali Coeus includes a budget tool for the SubAward uploads, which is a user-friendly process that reads the uploaded Subaward Budget form and inserts system-generated cost elements for subaward funding values for each project period into the proposal budget. If the project periods are compatible, the uploaded form data will automatically sync the budget expenses to the cost element details of impacted budget periods. The system will parse the funding data into the appropriate cost elements in each budget period, including determining first \$25K, F&A exempt of F&A, etc.

Users can locate the appropriate SubAward Budget form by going to Kuali Coeus website → **Locate and upload my Subaward files for S2S submission** [page](#).

**The subaward budget form is identical in design, detail, and input requirements as the primary applicant budget used for submission (e.g. RR Budget, Fed-Non-Fed Budget, and PHS Training Budget).**

 **Note:** Do **not** add subaward cost element line items to your budget. KC will insert these automatically for each year from the uploaded Subaward Budget form. Upload the subaward file **only after** generating all periods.

## To add Subcontract Line Items:

1. While in the Budget, click the **Subawards** panel in the **Navigation** panel. The **Subawards** screen will open.

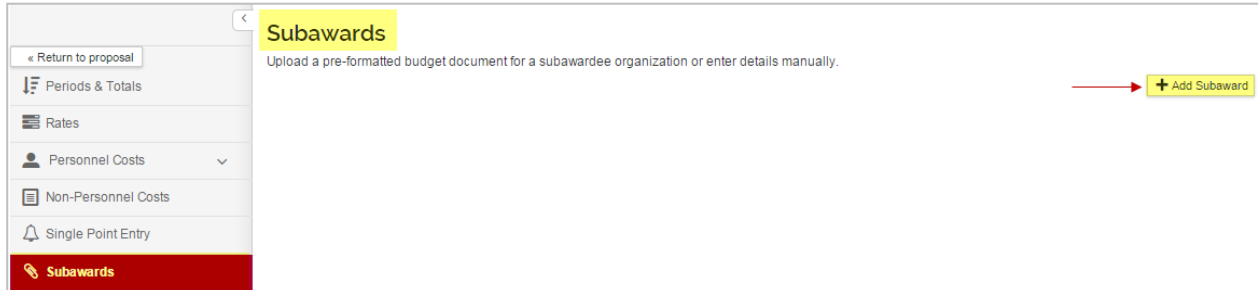


Figure 1 – Subawards Panel

2. In the **Subawards** screen click the **Add Subaward** button. The **Add Subaward** window will appear.

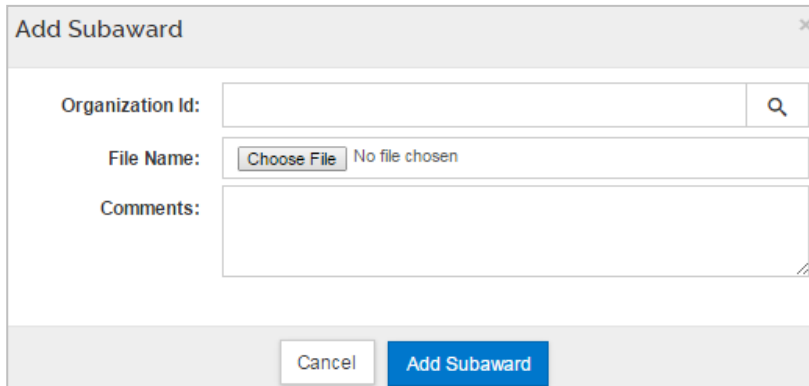


Figure 2 – Add Subaward Window

3. In that window, in the **Organization Id** field, click the **lookup icon** to search for and return the Subaward Organization.
4. Click the **Choose File** button. Your computer search window will open, locate the completed Subaward Budget form file you want to upload and click the **Open** button.
5. Use the **Comments** field to insert notes about the uploaded files.
6. Click the **Add Subaward** button.
7. You will be brought back to the **Subawards** screen where you will see the added Subaward.

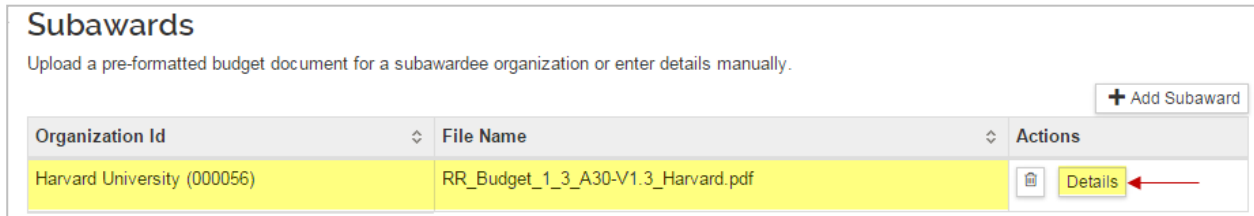


Figure 3 – Uploaded Subaward

8. Click the **Details** button to display the details of the uploaded file.

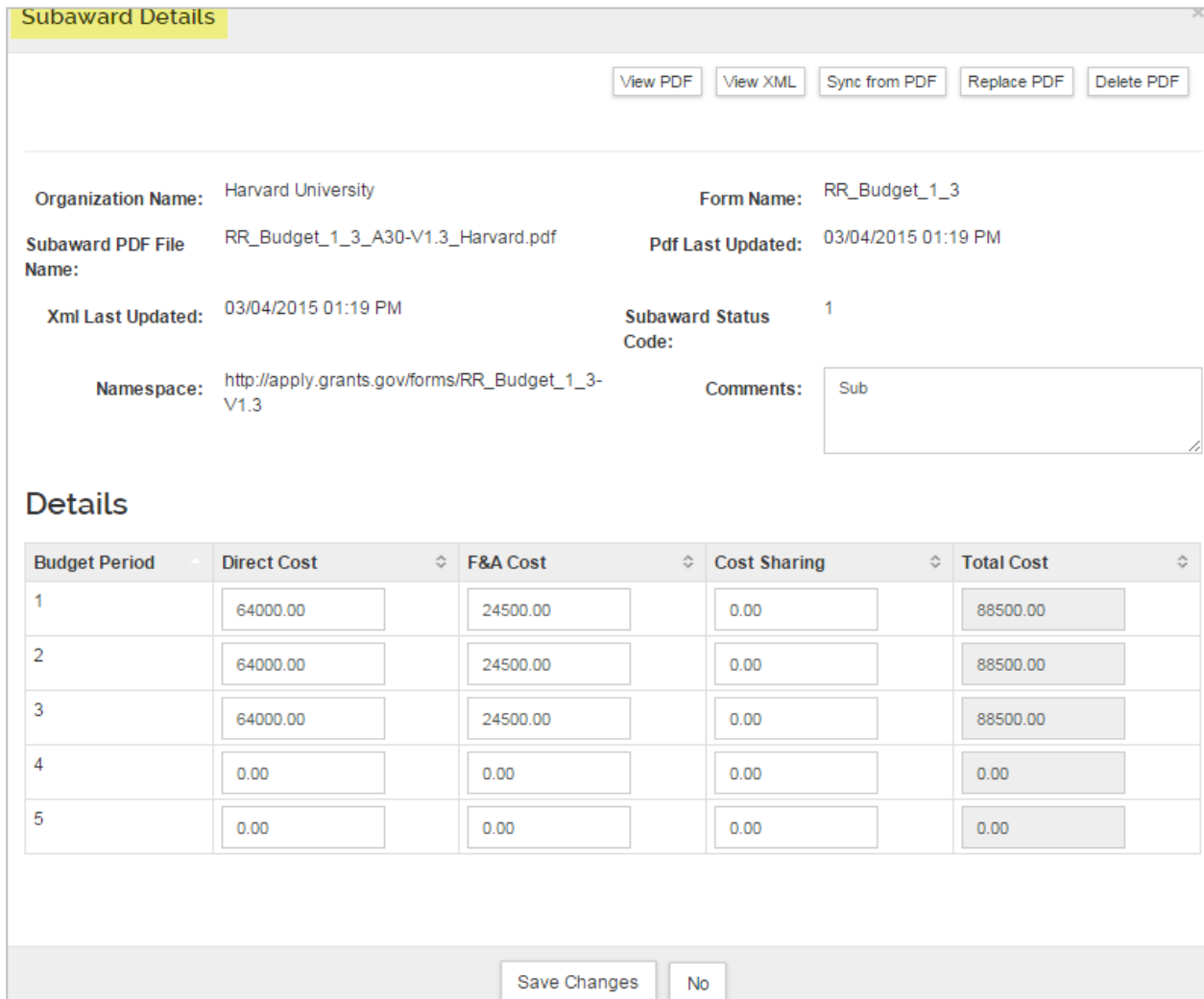


Figure 1 – Subaward Details

- If any changes are made in the Subaward Details window, click the **Save Changes** button otherwise, click the **No** button to close the window.
- Repeat these steps to upload other Subaward Budget form files.
- Navigate to the **Non-Personnel Costs** panel to view the Subcontracts Cost Elements automatically added by the system.

« Return to proposal

Periods & Totals

Rates

Personnel Costs >

**Non-Personnel Costs**

Single Point Entry

Subawards

Institutional Commitments >

Project Income

Modular

Budget Notes

Add and configure non-personnel items for this budget period.

Period 1 | Period 2 | Period 3 | Period 4 | Period 5

Period 1 Assign Non-Personnel...

Description	Description	Quantity	Total Base Cost	Actions
<b>Equipment</b>				
Equipment - Not MTDC	Microscope	1	5000.00	Details [icon]
<b>Other Direct</b>				
Materials and Services			5000.00	Details [icon]
Subcontractors F&A - No MIT F&A	Harvard University		24500.00	Details [icon]
Subcontracts - No MIT F&A	Harvard University		39000.00	Details [icon]
Subcontracts - Subject to MIT F&A	Harvard University		25000.00	Details [icon]

Figure 4 – Subaward Cost Elements Automatically Added by KC

## Getting Help:

For questions or problems using this Kualu Quick Reference Card or the procedure it describes, please email the Research Administration Education & Support team at [ra-help@mit.edu](mailto:ra-help@mit.edu)

Include your **Name, Contact Information,** and the **Proposal, Award, or IP Number.**