Welcome to OSPA's **NEW** On-Line…

Subagreement Request System

Once you log-on, you will be taken to the electronic version of the Subagreement Request Form. You have the option to complete the form in its entirety and submit. Or, you can save it, review, edit and submit at a later time. This system is designed to allow anyone to enter data, but only the Principal Investigator may submit the request to OSPA. This serves as the PI's "signature" to authorize the subagreement.

Please enter your information

User Name Only _____ Help
(e.g. hzhu5)
Password _____ Help

[Log On] Help

…to start your online Subagreement Request, enter your UK link blue User ID and Password. NOTE: Both PIs and departmental administrators can enter and SAVE data, but only the PI can SUBMIT the Subagreement request to OSPA.

…the next screen looks like this…

Subagreement Request System Search

[Log Out] Help   [New Subagreement Request Input]

UK Grant # / WBS Element _____   [Search all Subagreements for this UK Grant # / WBS Element]

…at this point you can choose to make a New Entry (click the first icon) or search a Grant Account Number (WBS element) for all entries made to date on that account number.

Searching a UK Grant # / WBS element will return a Screen that looks like this…

Subagreement Request Search

[Log Out] Help   [New Subagreement Request Input]

UK Grant # / WBS Element   3048100001   [Search all Subagreements for this UK Grant # / WBS Element]

	UK Grant # / WBS Element	Year	ID	Subrecipient	Budget Start	Budget End	Amount	Request Date
Select	3048100001	2012	306	Community Coordinated Child Care, Inc. (4C)	07/01/2011	06/30/2012	367078	08/06/2011
Select	3048100001	2012	307	Comprehensive Community Child Care Organization, Inc.	07/01/2011	06/30/2012	194777	08/06/2011
Select	3048100001	2012	308	Audubon Area Community Services	07/01/2011	06/30/2012	228048	08/06/2011
Select	3048100001	2012	309	Child Care Council of Kentucky	07/01/2011	06/30/2012	260451	08/06/2011
Select	3048100001	2012	310	Eastern Kentucky Child Care Coalition	07/02/2011	06/30/2012	346446	08/06/2011
Select	3048100001	2012	311	Licking Valley Community Action Program, Inc.	07/01/2011	06/30/2012	156370	08/06/2011

Click on "select" to see details associated with the subagreement request.

The new online Subagreement Request screen is very similar to the hard-copy version with 4 exceptions as highlighted below…

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[Back to Search Screen]   [Log Out] Help

Subagreement Request Input

Please use Tab key or mouse to move your cursor to next field. Fields with * are required fields.

Fiscal Year [2012]

UK Grant # / WBS Element [ ]

1. Subawardee Organization [ ] *

Frequently Chosen Subawardees [▾]

If you want to reuse UK Invoice Contact Information from the most recent submission please enter UK Grant # / WBS Element here and click Reuse button. [ ] [Reuse] Help

2. Subawardee Programmatic Contact

Field		
Name	[ ] *	
Address	[ ] *	
Address Line 2	[ ]	
City	[ ] *	
State/Province	[ ] *	*(e.g. KY for Kentucky in USA)*
Zip	[ ] *	*(e.g. 12345 or 123456789 for USA)*
Country	[ ] *	*(e.g. USA, France, China)*
Phone	[ ] *	*(e.g. 8592571045)*
Extension	[ ]	*(e.g. 62534)*
Fax	[ ]	*(e.g. 8592571045)*
E-mail	[ ] *	

3. Subawardee Administrative Contact

Field		
Name	[ ] *	
Address	[ ] *	
Address Line 2	[ ]	
City	[ ] *	
State/Province	[ ] *	*(e.g. KY for Kentucky in USA)*
Zip	[ ] *	*(e.g. 12345 or 123456789 for USA)*
Country	[ ] *	*(e.g. USA, France, China)*
Phone	[ ] *	*(e.g. 8592571045)*
Extension	[ ]	*(e.g. 62534)*
Fax	[ ]	*(e.g. 8592571045)*
E-mail	[ ] *	

UK Invoice Contact Information

Field		
Name	[ ] *	
Address	[ ] *	
Address Line2	[ ]	
City	[ ] *	
State/Province	[ ] *	*(e.g. KY for Kentucky in USA)*
Zip	[ ] *	*(e.g. 12345 or 123456789)*
Country	[USA]	
Phone	[ ] *	*(e.g. 8592571045)*
Extension	[ ]	*(e.g. 62534)*
Fax	[ ]	*(e.g. 8592571045)*
E-mail	[ ] *	

Is this Subaward a continuation? * ○Yes ○No Help

4. Dates may *not* exceed current budget dates of UK account.

Budget Start Date [ ] * *(e.g. 7/11/2011)*

Budget End Date [ ] * *(e.g. 7/10/2013)*

5. Amount of subaward $ [ ] * *(e.g. 12345)*

Attach a detailed subaward budget and budget justification. To protect confidentiality, only the person who initially saves data or is PI may open attachments.

Budget File * [ ] [Browse...]

6. Scope of Work File * [ ] [Browse...]

Cost Share Required? * ○Yes ●No

Does the subawardee's scope of work include Human Subjects? ○Yes ○No *

Does the subawardee's scope of work include the use of Animals? ○Yes ○No *

7. Reporting and Monitoring: In the box below, explain how you will supervise or monitor the subawardee's performance and the reports that will be required. *

[ ]

[Save Data, Do Not Send To OSPA]
Your entry will appear as a TEMP file on your search screen. You can return to complete your entry and submit at a later date.

[Send To OSPA] Help
You will receive a confirmation that your entry has been received. This entry will also appear on your search screen, but you will not be able to make any further changes to it.

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All items with a **red *** are required elements. Format requirements are provided in **blue.** You'll find several **"Help"** links to provide guidance as needed.

You may save your request at any time and return to complete your request. <u>Once the PI has provided a final review, the Subagreement Request can be sent to OSPA.</u> The PI will receive an electronic confirmation with an ID# assigned to the request.

Should you need assistance with the On-Line Subagreement Request form,
contact the Subawards/Subcontracts Administrator at OSPA@uky.edu or call 859-257-9420.

Help Screens – On-line Subagreement Request System

User Name
This is your link blue account user name, also referred to as myUK user ID.

Password
This is your link blue password. The password you enter here is not readable by anyone else.

Log In
Once you log-on, you will be taken to an electronic version of the Subagreement Request Form. You have the option to complete the form in its entirety and submit. Or, you can save it, review, edit and submit at later time. This system is designed so that Administrative Personnel can assist with data input, but only the Principal Investigator will be able to submit the request to OSPA. This serves in place of the PI's "Signature" to authorize the Subagreement.

Log Out
When you click on "Log-Out", you will be sent back to the "Log-In" screen.
Re-enter your User Name and Password to Enter a New Request.
You may exit the On-Line Subagreement Request Input Screen by closing your web browser, but, any data entries you have made will not be saved automatically.

To Save your data, scroll to the bottom of the screen and click on the "Save Data, Do Not Send to OSPA" button.

Reuse
This feature is designed to populate the UK Invoice Contact Information so you do not have to re-key the data for the UK Account # / WBS Element you enter. You still have the ability to change data in any Invoice Contact Information field.

Subaward a Continuation?
Some awards and their subawards receive a new Account # / WBS Element each year. If you click "Yes," a window will open asking you to provide the previous year's Account # / WBS Element for the subaward.

If your award retains the same Account # / WBS Element number, then click "No."

Is the award you received the First Year of a New Competing Segment? Click "Yes," then enter the prior competing segment Account # / WBS Element.

This question has been added to assist OSPA in determining which General Ledger code (530200, 530201) should be used to create and/or amend the Purchase Order associated with the subaward.

Send to OSPA
After you click "Send to OSPA," you will receive a confirmation message that your Sub Agreement Request has been sent to OSPA.

As long as you have entered a correct account number, you will be able to view your entry using "Search all Subageements," but, you will not be able to make any further changes.

If you cannot retrieve your entry, contact the Subawards Administrator at OSPA@uky.edu, or by calling 859-257-9420, identifying the date, approximate time of submission, and account number you attempted to use.

What to do if you've already sent your request, but you know you have errors.
Should you find you have errors in an entry you have sent to OSPA, do not attempt to resubmit. Rather, contact the Subawards Administrator at OSPA@uky.edu, or by calling 859-257-9420, identifying the date, approximate time of submission, and the account number you used. Provide details about the errors you've made. The Subawards Administrator can help you with the corrections.