

CLARK  
UNIVERSITY



# CAYUSE SPONSORED PROJECTS USER GUIDE

## Awards & Subawards

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Office of Sponsored Programs and Research  
cayuse@clarku.edu

# Sponsored Projects User Guide: Awards & Subawards

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# 1 Introduction

## 1.1 Purpose and Use

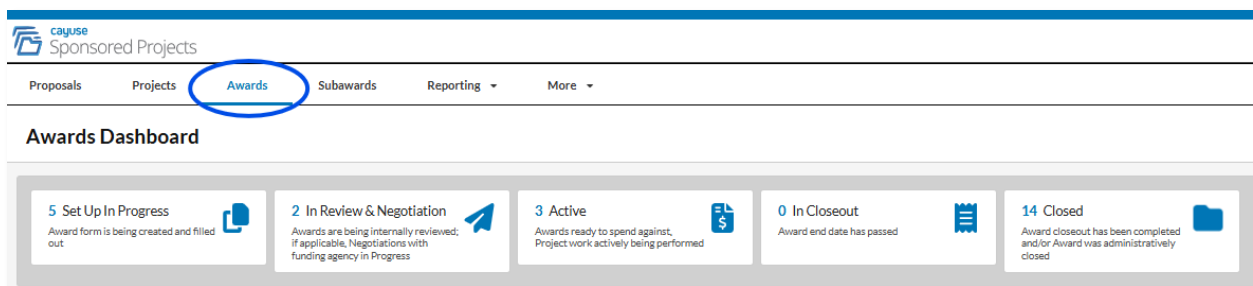
Cayuse is Clark University’s online platform for managing the entire sponsored projects lifecycle. It supports proposal initiation, development, internal routing and approval, submission to sponsors, tracking proposal outcomes, and post-award management of externally funded projects. The Office of Sponsored Projects and Research (OSPR) is the administrator of the system.

This **User Guide** assists Users, *primarily OSPR, Corporate and Foundation Relations, Grant Accounting, and Department grant administrators*, in navigating the Award Form once Clark receives confirmation of an award. Not every user will complete every step in the award process; the guide indicates which Roles are expected to take specific actions. This guide supplements the SP Proposal User Guide which contains information on general Cayuse Access and the Cayuse Modules.

## 2 Sponsored Projects - Awards

When you log into Cayuse, you land on the [Home](#) page ([My Tasks](#)). In the upper right corner, under the Products drop-down menu, choose the **Sponsored Projects** module.

By default, the Sponsored Projects module lands on **Proposals**. Navigate to the **Awards** dashboard via the header menu. This provides a high-level overview and status of all awards to which you have access depending on your Assigned Role and permissions. For example, a department grant administrator will see all proposals for faculty in their department.




### 2.1 Awards Dashboard

The **Awards Dashboard** indicates the number of proposals in each of the following categories:

Status	Description
Set Up in Progress	An Award form is being created and award-specific information is being filled out.
In Review & Negotiation	Awards that are being internally reviewed; if applicable, there may be negotiations with the funding agency.
Active	Awards that are ready to spend against, and project work is actively ongoing.
In Closeout	Award end date has passed.
Closed	Award closeout has been completed and/or Award is administratively closed.

## 2.2 Initiating an Award

**ONLY OSPR and CFR** staff will initiate an award in Cayuse in response to a formal notification of award from the Sponsor. This step begins the internal set-up process.

From the Awards Dashboard, click the  button on the upper right of the dashboard. This will prompt a pop-up window with the following 2 options:

1. **Create NEW Project** (create a new project and award at the same time)
  - This option applies to projects submitted without OSPR/CFR knowledge (i.e., an after-the-fact award) and were never entered in Cayuse as a Proposal.
  - Enter a title for your project. This is a short Project title used for reference that will appear on the Awards Dashboard list.
  - NOTE: Use naming convention: **PI's Last Name - Sponsor (& Program) - Current Fiscal Year**

Examples: Doe-Daniels Foundation-Fellowship-2026  
Smith-City of Worcester-Parks-2026  
Morgan-Psi Chi-Summer Research-2026

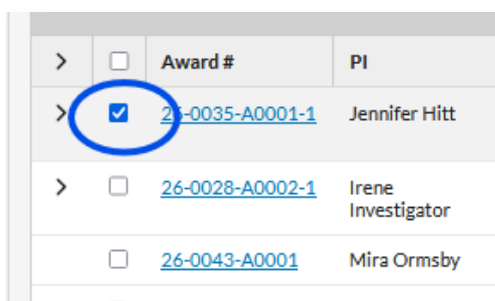
2. **ADD to existing project** (create a new award on an existing project, copy an award or a proposal to create a new award)
  - Create award **from a proposal** – the award will be added to the same Project as the proposal.
    - Use the search field to locate the Project Title or Number, click Next;
    - Proposal sections checked will be copied to the Award Form;
    - Click Create Award.

- Create award **from an award** (new award will be added to the same project as the original award).
  - **WHEN to USE?**

## 2.3 Assigning Award Administrators

When an award is created, OSPR/CFR can assign an Award Administrator (generally the Department Grant Coordinator). This Role grants users the ability to create, read and edit awards, as well as add notes, attachments, link records and create tasks.

***This step is not necessary if the Department already has a Grant Coordinator assigned in general for all proposals and awards for that Unit (Department).***

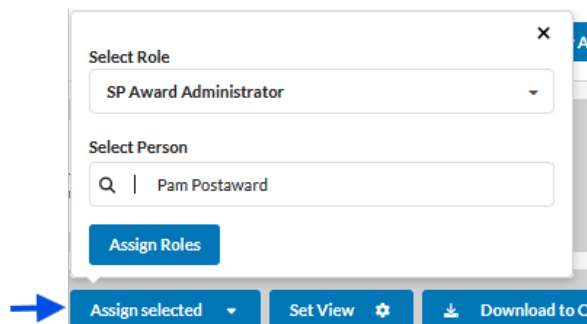


>	<input type="checkbox"/>	Award #	PI
>	<input checked="" type="checkbox"/>	<a href="#">26-0035-A0001-1</a>	Jennifer Hitt
>	<input type="checkbox"/>	<a href="#">26-0028-A0002-1</a>	Irene Investigator
	<input type="checkbox"/>	<a href="#">26-0043-A0001</a>	Mira Ormsby

From the **Awards Dashboard**, select the award, or awards, to be assigned by checking the left margin box.

In the same header as the search bar, use the **Assign selected** drop-down to select the Role (SP Award Administrator) and enter the administrator's name in the search field.

Then click **Assign Roles**.



Select Role

SP Award Administrator

Select Person

Q | Pam Postaward

Assign Roles

→ Assign selected | Set View | Download to C

## 3 Award Form

### 3.1 Award Summary Page

Once initiated, the Award record is assigned a unique Award Number in the following format: Current Fiscal Year-Project Number-Award Number (e.g., 26-0050-A0001).

If there are multiple awards under one Project, the Award Numbers will be sequential (e.g., 26-0050-A0002, 26-0050-A0003, etc.). The **Award Summary** will populate information as you begin to complete the Award form. In the left sidebar, actions are listed with those available to the User highlighted in blue.

## 3.2 Award Form

Similar to the Proposal Form, progress through the Award Form is indicated by the green checkmark (complete) or red circled number (questions left to complete). Once all sections are complete, the award is ready for routing and review.

---

***A Note about Awards:*** Most Awards will be created from existing Proposals and many of the sections from the Proposal Form will be copied to the Award Form. However, all fields must be confirmed by the User to ensure that they are accurate and reflect the actual award. For example, Start or End dates may have changed, the amount requested may be different from the amount awarded. There are also additional questions specific to the award that need to be completed, such as Award Number, Terms and Conditions, etc.

---

Award Sections	
Award Information	✓
Budget	✓
Research Team	✓
Institutional Considerations	✓
Performance Sites	✓
Regulatory Compliance	✓
Foreign Support & Collaboration	✓
Export Control	✓
Terms And Conditions	✓
Award Set-Up	✓
HERD Survey	✓

### 3.2.1 Award Information

The **Sponsor Information** section provides details on the Sponsor’s Award to Clark University, including Award Number, Formal Award Letter, and/or Contract Agreement.

**New Questions and Information:**

**Upload Award Notice/Letter:** A copy of the award notice or formal award letter is uploaded in this section.

**Contract/Agreement:** if applicable, a fully executed copy of the Contract or Agreement is uploaded.

---

Most of the information in the **General Award Information** section is copied from the Proposal Form. The User should confirm the data and enter the Award Notice Received Date.

### 3.2.2 Budget

This section provides the award budget information, which may be different from the proposal budget information. The User will confirm the budget as authorized by the Sponsor.

**New Questions and Information:**

**Increment Amount:** the amount authorized in the current action.

**Total Expected Amount:** the direct costs and indirect costs expected from the Sponsor through the life of the award.

**Total Amount Obligated to date:** the amount the Sponsor has authorized or distributed to Clark as of the current date. For example, if the Sponsor authorized \$100,000 on June 1, and on November 1, the Sponsor authorized another \$100,000, the Total Amount Obligated to date would be \$200,000.

Summary Budget

Increment Amount  
  
Amount funded this action

<b>Total Expected Direct Costs:</b> <input type="text" value="45,000"/> <small>Total direct costs expected over the life of the award</small>	<b>Total Expected Indirect Costs:</b> <input type="text" value="5,000"/> <small>Total indirect costs expected over the life of the award</small>	<b>Total Expected Amount:</b> <input type="text" value="50,000"/> <small>Total costs expected over the life of the award</small>
<b>Obligated Direct Costs:</b> <input type="text" value="45,000"/> <small>Total direct costs obligated by sponsor to date</small>	<b>Obligated Indirect Costs:</b> <input type="text" value="5,000"/> <small>Total indirect costs obligated by sponsor to date</small>	<b>Total Obligated Amount:</b> <input type="text" value="50,000"/> <small>Total costs obligated by sponsor to date</small>

### 3.2.3 Research Team

Confirm the Key Personnel on the award. Reminder: key personnel are Clark University faculty and/or staff responsible for the design, conduct, and reporting for the project, e.g., Principal Investigator (PI) and Co-Principal Investigator (Co-PI).

There will typically be no changes to Key Personnel, but additional people can be added if needed.

### 3.2.4 Institutional Considerations

This section provides information related to institutional policies and standards. The User confirms and updates, if applicable, the relevant considerations related to the award.

Examples:

- If a Course Buyout was approved, confirm the Semester and Year that the person will be taking the buyout.
- If capital equipment will be purchased with the award funds, ensure that the PI is reminded of applicable policies regarding purchases.
- If space modifications are needed to accommodate the project, ensure the PI coordinates with Facilities Management and/or Space Committee as needed.

### 3.2.5 Performance Sites

Confirm the location of the proposed work, and whether a (NSF-only) *Plan for Safe and Harassment-free Fieldwork (SAHF)* needs to be updated.

If the project has subrecipients, the names of each subrecipient should be listed in this section. Additional Subrecipients can be added here, however, all subawards are managed through the Subaward Dashboard and Subaward Form (See [Section 6 Subawards](#)).

Performance Sites

Will the proposed work be conducted On-Campus?  
 Yes  
 No

Will (Institution) personnel conduct any of the proposed work off-campus?  
 Yes  
 No

Will any portion of the project be performed by a Subrecipient?  
 Yes  
 No

Subrecipient(s) Name:  
Tulane University

### 3.2.6 Regulatory Compliance

This section provides important information about the proposal necessary for recording and tracking compliance in regulatory and institutional areas. Confirm relevant approvals for Human Subjects or Animal Subjects research, and the use of hazardous research materials.

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*IRB or IACUC or IBC approvals and other information should be confirmed at the time of Award Review by assigning a Task to the appropriate Ad Hoc Team for updated information and/or confirmation.*

---

### 3.2.7 Foreign Support and Collaboration

Confirm Key Personnel participation in foreign talent recruitment programs, and any international collaborators funded on the proposal. If any significant scientific element of the proposal project will occur outside of the United States, confirm any updated or revised activities or locations of the work.

### 3.2.8 Export Control

This section screens research activities to ensure compliance with federal regulations that control the transfer of certain items, data, and information to foreign countries or foreign nationals.

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### **Foreign Travel:**

*If international travel will be funded by the award, confirm that the PI is aware of and follows the Clark University International Travel Policy, paying particular attention to State Department Travel Warnings.*

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Confirm the applicability of controlled data and/or materials involved in the funded award. Any such export-controlled data, materials, or technology may need to be reviewed further by OSPR and/or the Legal Team.

### 3.2.9 Terms and Conditions

This section documents and highlights applicable terms and conditions of the award, to include restrictions, reporting milestones, and program income type. While these are not all-inclusive, the User should make note of non-standard or extraordinary conditions that will need additional oversight and follow-up.

### 3.2.10 Award Set-Up

The Award Set-Up section allows for all necessary internal set-up documents to be loaded to the Award Form. OSPR, CFR, Department Grant Administrators, and Grant Accounting all have responsibilities in completing this section.

**Award Budget Set-up**, the top part of this section, will be completed by **Grant Accounting** when the Award Form is routed for review and approval. If the award precedes the Cayuse implementation, legacy (historical) numbers will be loaded; it is not necessary to enter any data in the *Legacy* fields.

The screenshot shows a web form titled "Award Set-up" with a sub-section "Award Budget Set-up". It contains five input fields:

- Clark Grant Number:** A text box containing the placeholder "to be completed by Grant Accounting".
- Clark Fund Number:** A text box containing the placeholder "to be completed by Grant Accounting".
- Clark Fund Name:** A text box containing the placeholder "to be completed by Grant Accounting".
- Legacy Grant Number:** An empty text box with the label "Clark Grant Number from legacy data" below it.
- Legacy Award Number:** An empty text box with the label "4-Digit ID number from legacy data" below it.

The bottom part of this section will be completed by **OSPR/CFR** with the assistance of the **Department Grant Administrator**. Each field is described in the table below.

The screenshot shows a form with six upload fields arranged in a 2x3 grid. Each field has a title and a dashed border containing the text 'Drag and drop new files or click to select from file system...'. The fields are:
 

- Journal with Account Codes (with an information icon)
- Authorized Signer Form
- Fellowship Form, if applicable:
- Detailed Budget:
- Budget Justification:
- Upload Other Award Documents, if applicable:

Field	Description
<b>Journal with Account Codes</b>	Excel spreadsheet (Budget Journal) with the awarded budget line items entered by Account Code.
<b>Authorized Signer Form</b>	PDF file signed by the Principal Investigator and the individual to whom they are granting signing rights in order to manage grant budget expenses (most often the Department Grant Administrator).
<b>Fellowship Form*</b>	If the award is a Fellowship for a student, upload the completed Fellowship Form.
<b>Detailed Budget</b>	If the Award was started from a Proposal, the internal budget template and/or Sponsor Budget template, will already be loaded to this field. The User must confirm that the budget still reflects what the Sponsor authorized in the award. If changed, upload a revised budget detail.
<b>Budget Justification</b>	Similar to above, if the Award was started from a Proposal, the budget justification will be loaded. Double check for any changes based on the award.
<b>Other Award Documents*</b>	Allows User to upload any other relevant award documents that have not already be loaded in other sections, e.g., <a href="#">Award Information Section</a> .

*\*Only if applicable*

### 3.2.11 HERD Survey

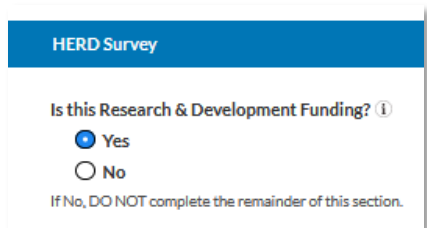
Clark University is required to complete the annual NSF Higher Education Research and Development (HERD) survey. This section captures the information needed for the report.

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*With the implementation of Cayuse, the **Grant Questionnaire** has been streamlined to avoid duplication of information that is already captured in the Proposal and Award Forms.*

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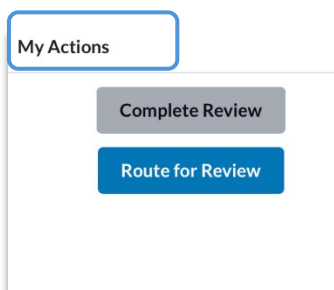
The Department Grant Administrator will task the PI to complete the (revised) Grant Questionnaire; the Grant Administrator will then enter the data in the HERD Survey section and upload the form.



**NOTE:** the Questionnaire and data is needed **ONLY** if the Activity Type is categorized as Research-Basic, Research-Development, or Research-Applied. The Activity Type is located in the **General Award Information** section.

## 4 Routing for Review

### 4.1 Review Order of Award Form



When the User has completed all the Award Sections (answered all the questions and uploaded all required documents), the Award Form is ready to move forward. Under My Actions, the **Route for Review** box turns from grey to blue.

The following steps outline the review order for the Award Form:

1. **OSPR/CFR:** The first step in the Routing process is either OSPR or CFR (depending on the Sponsor Type). If OSPR/CFR started the Award, this allows for a double-check of the Award information to ensure that everything needed for budget set-up is included.
2. **Grant Accounting:** The Grant Accounting Team will review the award documents and set-up the award and budget in Banner per their processes. Once set-up is complete, Grant Accounting will enter the appropriate Clark Grant Number, Clark Fund Number, and Clark Fund Name in the Award Budget Set-Up section and Route for Review.
3. **Principal Investigator:** The PI must Certify the Award and acknowledge their responsibilities for oversight and management of the award.

As a member of the Research Team for this Award,

- I acknowledge that I have read and reviewed the Terms and Conditions of this Award (if applicable)
- I am able to commit the amount of effort initially proposed for the duration of this Award or have negotiated an appropriate amount of effort to complete the work as-proposed
- I acknowledge and agree to produce any deliverables, reports, etc as determined by the terms and conditions of this Award on the schedule provided by the Sponsor (if applicable)
- I have identified and, if applicable, disclosed any perceived Conflicts of Interest pursuant to this Award in accordance with my institution's Conflict of Interest policy
- I have obtained, or have planned to obtain when necessary, any authorizations or protocols required for work with Human Subjects, Animal Subjects, Hazardous Materials, or materials covered by ITAR or EAR regulations
- I have reviewed the Awarded Budget for this Award and acknowledge that the work as-proposed or as-negotiated can be performed pursuant to the current Budget
- I understand my responsibilities for the oversight and direction of this Project

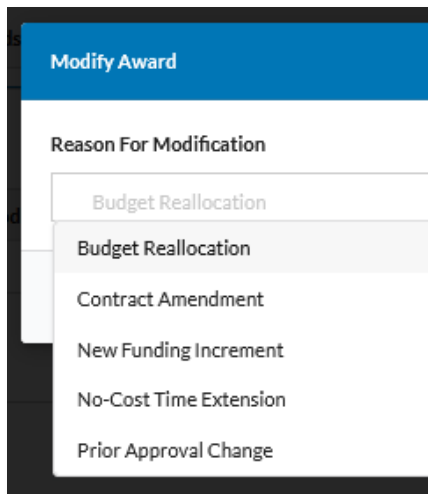
4. **OSPR/CFR:** The last step in this process occurs once the PI certifies the Award; Cayuse sends OSPR/CFR an email notification to change the award status from “In Review & Negotiation” to “Active.”

## 5 Award Modifications

The Award Form supports modifications to active awards due to a number of potential changes which must be reviewed, approved, and documented. Some modifications require Sponsor approval while others are reviewed and approved internally.

### 5.1 Reasons for Modification

OSPR/CFR will create an award modification for the following reasons:

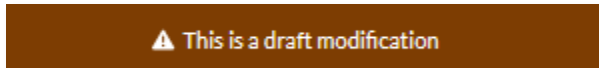


The image shows a screenshot of a web application interface. At the top, there is a blue header bar with the text 'Modify Award'. Below this, there is a dropdown menu titled 'Reason For Modification'. The menu is currently open, showing a list of options: 'Budget Reallocation', 'Contract Amendment', 'New Funding Increment', 'No-Cost Time Extension', and 'Prior Approval Change'. The 'Budget Reallocation' option is highlighted in a light grey color.

- Budget Reallocation
- Contract Amendment
- New Funding Increment
- No-cost Time Extension
- Prior Approval Change
  - any change that requires approval from the Sponsor, e.g., change in the PI/Research team, change in the scope of the project.

## 5.2 How to Modify an Award

When in an Active Award, the User selects the **Modify Award** button on the right side of the dashboard. The User will select the appropriate reason for the modification. Once a reason is selected, a brown banner will appear to indicate the modification is in **draft form**.



Cayuse will assign a Modification number to the Award Form (adds a sequential number to the original award).

Selected	Modification	Modification Type	Modification Date
<input checked="" type="radio"/>	26-0035-A0001-1	No-Cost Time Extension	1/22/2026
<input type="radio"/>	26-0035-A0001-0	Original Award	--

The User makes the necessary modification to the Award Form, e.g., entering a new end date based on an approved NCE, or incremental funding amount from the Sponsor, or uploading an internal journal to reallocate budget items.

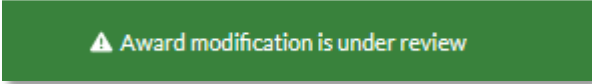
## 5.3 Route Modification for Review

Once complete, the User will **Set Modification to Active** which prompts a pop-up window to enter a required comment and the option to route the modification for review.

### **IMPORTANT:**

**All Modifications will be Routed for Review following the same protocols as the [Award Form](#).**

During this time, the status of the Modification is automatically set to “In Review & Negotiation.”



While under review, a green banner will appear until the Award Modification has completed the Review process. Once certified by the PI,

OSPR/CFR will change the status of the modification to “Active.”

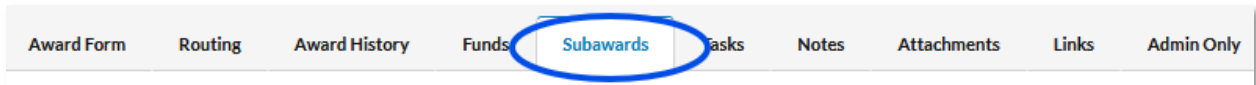
## 6 Subawards

Subawards under a Clark University award are initiated from the original Award Form. Subawards can be set up at the same time as the initial award is set up or can be done at a later date. This may occur if, for example, OSPR/CFR is still gathering the necessary agreements and information from the subawardee, but the overall grant budget is ready to be set up.

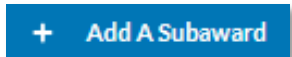
### 6.1 Initiating a Subaward

There are two ways to initiate a subaward in Cayuse. It is highly recommended that the first method described below be used every time a subaward needs to be created.

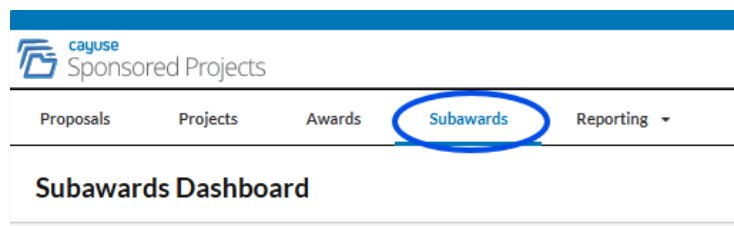
**Preferred method:** If a Clark University award includes subawards, OSPR/CFR will initiate a subaward from within the **Award Form** (horizontal tab).



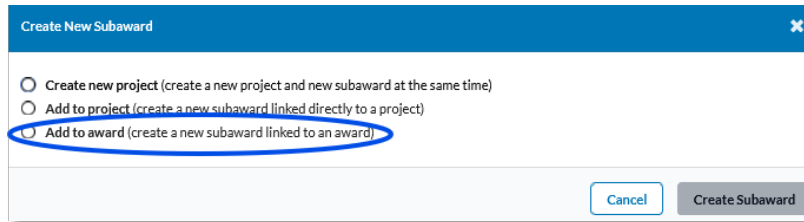
Click the **Add a Subaward** button to create and open a new Subaward Form with six sections to be completed (See [Subaward Form](#)).



The second method for initiating a subaward is from the **Subawards Dashboard**.



In the dashboard header, click the **Start New Subaward** button which will prompt a pop-up



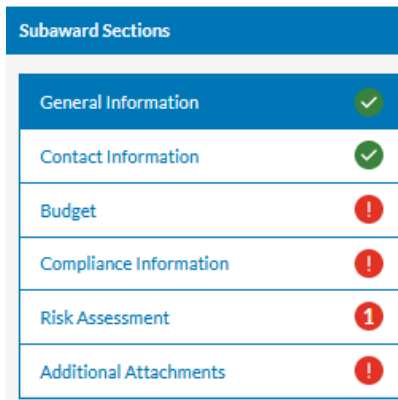
window with the choices listed below. If using this method, always select the **“Add to award”** option:

- Create a new project (new project and subaward at the same time)
- Add to existing project
- **Add to award (create a subaward linked to an existing award)** ←

Subaward record numbers are assigned following the naming convention as an extension of the Award number: -SUB01, -SUB02, -SUB03.

**NOTE: Once added, a subaward cannot be removed or deleted.** If a subaward is added in error, the User can administratively close the record.

## 6.2 Subaward Form



There are six sections to be completed in the Subaward Form. The information may come from various sources including the Subrecipient Form that all subrecipients/subawardees are asked to complete, the Proposal Form, the Award Notification, and the fully executed Subcontract/Agreement.

### 6.2.1 General Information

The General Information section includes basic details and internal management information to include:

- Subaward Account Code – following Clark University standard account codes, subawards will be assigned the 4-digit budget account code: 7531, 7532, 7533, etc. depending on the number of subawardees on the project. OSPR/CFR will assign the codes as part of the budget set-up.

- Administrative Unit – This is the same internal Clark Department or Office responsible for managing the Award. The Administrator is the Grant Administrator for that unit.

### 6.2.2 Contact Information

The Contact Information for the Subaward is found in the Subrecipient Form and/or fully executed subaward agreement between Clark University and the subaward institution.

### 6.2.3 Budget

The subaward budget should correspond to the Sponsor’s authorized award amounts to Clark University. For example, if the Sponsor has authorized funds to Clark for only the first year of a three-year award, then Clark, likewise, will authorize only the first-year budget to the subaward institution.

### 6.2.4 Compliance Information

The Compliance Information section pertains to Human Subjects and Animal Subjects research being conducted by the subaward institution.

### 6.2.5 Risk Assessment

Under the Risk Assessment section, the User will identify whether the subaward is subject to the FFATA reporting requirements. Clark must report each action that obligates \$30,000 or more in federal funds to a subawardee.

In addition, for internal purposes, OSPR in coordination with Grant Accounting can identify a Risk Level of a subawardee. For example, if the subawardee is an institution with whom

Clark has had a long-standing collaboration, it may be considered Low Risk. On the other hand, if the organization is new to Clark with no prior relationship, a determination of Moderate or High Risk may be applicable. The User can also select additional oversight requirements to mitigate any potential risks.

### 6.2.6 Additional Attachments

All subaward set-up documents are uploaded in this section, to include fully executed agreements and contracts, forms, and other relevant information.

## 6.3 Subaward Review & Approval

Subaward Forms are *not routed for review and approval* like Award Forms. Therefore, if a subaward is created AFTER the Award has been certified by the PI and is Active, coordination with Grant Accounting to set up Subawards is accomplished through the **Tasks** tab within the form.

Subaward Summary Set Up In Progress

Award: <a href="#">26-0051-A0002</a>	Subawardee: University of Rhode Island	Total Expected Amount: --
	Subaward Begin Date: --	Primary Admin Contact: --
	Subaward End Date: --	Primary Contact Email: --

Subaward Form | History | **Tasks** | Notes | Attachments

OSPR/CFR will follow the steps below when setting up a new subaward:

1. Create a New Task from within the Subaward Form.
2. Enter a descriptive **Title** (e.g., Subawardee Name).
3. Select **Subaward Setup** under the Category search field.
4. Provide a brief **Description** of the task.
5. Assign to the **Grant Accounting Team**.
6. Enter a (external) **Due Date** (generally 2 weeks from the assign date).

New Task Cancel | Assign and Send

\* Title  
University of Rhode Island Subaward Set up  
100 character limit

Milestone  
Select Milestone

\* Category  
Subaward Setup

\* Description  
Please review sub award documents and confirm set up.  
4000 character limit

\* Assign to  
 Person  
 Team

\* Team  
Grant Accounting

Team Member  
Select Team Member

Internal Due Date  
2/17/2026

\* External Due Date  
2/17/2026

Reminders  
No reminders  
[+ Add Reminder](#)

7. Click **Assign and Send**
8. Once assigned, OSPR/CFR will change the status of the Subaward Form to *"In Review & Negotiation"*

Grant Accounting Steps:

1. The Grant Accounting team will complete the subaward budget and add to their award system.

- Grant Accounting will close the Task and enter the resolution and any relevant notes or comments in the Subaward Form.
- Grant Accounting will change the status of the Subaward Form to “Active.”

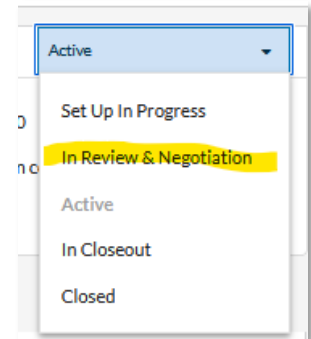
## 6.4 Subaward Modifications

The modification process for Subawards follows the same process as Awards (See [Award Modifications](#)) with the exception of Routing.

Like Subawards, modifications to Subawards are not routed for review. Therefore, modifications are facilitated with OSPR/CFR and Grant Accounting through Tasks and Status changes.

OSPR/CFR will take the steps outlined below:

- Click **Modify Subaward** and select the Reason for Modification.
- Enter the relevant information and upload documents.
- Change the **status** of the draft modification from “Active” to “*In Review & Negotiation*”
- Assign a **Task** to the Grant Accounting Team under the Category Subaward Modification Setup.

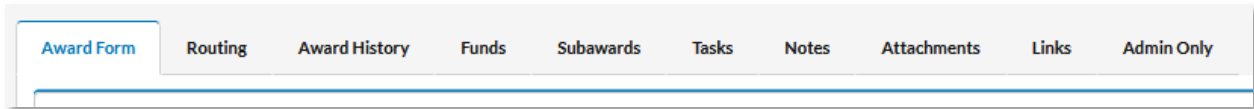


Selected	Modification	Modification Type	Modification Date	Modified By	Comment
<input checked="" type="radio"/>	26-0057-A0002-SUB01-1	Budget Reallocation	2/10/2026	Mira Ormsby	--
<input type="radio"/>	26-0057-A0002-SUB01-0	Original Subaward	--	--	--

Grant Accounting will review and document the modification as needed in Banner and files, and then set the status of the Modification back to “Active” and close out the Task.

## 7 Other Award Record Information

On the Award Summary page, there is a horizontal tab that provides details and additional actions related to the record that will be used to manage various aspects of each award such as Routing, History, Funds, Subawards, and other tasks.



Tab	Description
<b>Routing</b>	Provides review steps, the Person or Team assigned to review, the status of the review (Certified, Declined, Approved, Pending, Not Yet Active) and the action date. The User can also view any comments that have been entered.
<b>Award History</b>	Shows the history of each action taken on the Award in reverse chronological order.
<b>Funds</b>	Funds & Distribution Summary – This feature will be active in the future implementation of the Fund Manager module.
<b>Subawards</b>	If applicable, a list of Subawards under the Award is displayed. User will add Subawards to the original award under this tab; once added, the subaward is managed in the Subaward Form.
<b>Tasks</b>	The User can assign (or be assigned) tasks from the Tasks tab.
<b>Notes</b>	Users can add a note(s) to the Proposal; adding a note <u>does not</u> notify any other User on the team.
<b>Attachments</b>	The User can view all Attachments to the Proposal from this tab, as well as add new Attachments. The list of attachments includes the Filename, Attachment Type, Date, Person who uploaded the attachment, and the Location in the Proposal Form (with link).
<b>Links</b>	Currently, Links are designed for external system connections only. This tab is not applicable to Clark University’s SP module.
<b>Admin Only</b>	This section is reserved for OSPR/CFR Administrators only and cannot be viewed by others. The User can add notes and attachments that are relevant to award management.

### 7.1 Funds & Distribution Summary

Future implementation of Fund Manager will allow awards to be linked to the Fund number that has been set up in Banner. The purpose of the Fund tab is to populate the Award with current funding information, enabling users to view the amount of money that is being spent for different accounts linked to that award.

## 8 Appendix

### 8.1 Data Security

Clark University is committed to the protection of personal and confidential data that is stored in its databases. It is the responsibility of all users to follow the University's [Data Security Policy for All Faculty Staff and Student Employees](#). Users who have approved access to the Cayuse research administration database understand that they will use the information obtained, including salary information and intellectual property, solely in the conduct of their official duties related to proposal and grant administration.

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*The inappropriate use of privileges to access and/or use administrative data may result in disciplinary action up to, and including, dismissal from the University.*

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### 8.2 Modification Reasons

Award or Subaward Reason	Description
<b>Budget Reallocation</b>	Internal modification to reallocate budget from one account line to another based on current or future project needs.
<b>Contract / Subcontract Amendment</b>	Amendment to contract or agreement that doesn't fall under the other modification reasons.
<b>New Funding Increment</b>	For multi-year projects that are funded on an incremental basis, e.g., year by year, without any other changes.
<b>No-Cost Time Extension</b>	Sponsor-approved no-cost time extension.
<b>Prior Approval Change</b>	Any change to the grant project that requires prior approval of the Sponsor. This may include a change of scope, change in PI, or other changes dictated by the award terms and conditions.