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.

Status	Status not updated yet ▼
Fiscal Year	2019
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. Subrecipient Principal Investigator (PI)

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. Subrecipient Administrative Contact

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 PI Contact Information

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	*
Department 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 & Budget Justification* Choose File No file chosen

6. Scope of Work File * Choose File No file chosen

IACUC/IRB and RCR Files Choose File No file chosen

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 *
Is this Clinical Trial? ○ Yes ○ No *
Investigator affirms that, to the best of the Investigator's knowledge, there exist no conflicts of interest between the Investigator of the University of Kentucky and the subawardee or subawardee investigators as defined by all applicable Kentucky Revised Statutes and University of Kentucky ethics and compliance policies and procedures. In the event of change in Investigator's interests, Investigator shall inform the Office of Sponsored Projects Administration regarding any conflicts of interest that are likely arise as a result of such change ○ 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. *

[text box]

Last Person who saved without submitting to OSPA [ ]

[Save Data, Do Not Send To OSPA]   [Send To OSPA] Help

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.

When submitting a request for a subaward you will need to attach a budget & budget justification file and the scope of work file. If Human Subjects or Animals will be involved in the scope of work for the subaward, a copy of the IRB or IACUC Approvals needs to be submitted with the reuqest.

You may save your request at any time and return to complete your request. Once the PI has provided a final review, the Subagreement Request can be sent to OSPA. 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 ospasubaward@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.

If only requesting a no cost extension, in box 5, enter $0.

If requesting additional funds, the incremental amount of funds should be entered in box 5.

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 Subaward Administrators at ospasubaward@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 ospasubaward@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.