**How to Upload a Subaward Budget in Kuali Research**

1. Select and download the correct Subaward Budget Form and send it to your subrecipient to complete and return.  
   <https://www.umaryland.edu/kualicoeus/user-resources-and-help/attachments/subaward-budgets/>
2. Ensure that the completed subaward budget has been fully completed:

* DUNS number of the subrecipient organization is required.
* Project period dates must match those of the proposal. An empty project year is not allowed.
* Person months must be entered for all personnel in all years. **For inactive budget periods**, provide a single entry including the following:  
  Subaward PI First and Last names  
  Project Role  
  Calendar Months = .01 (smallest amount effort allowed in the field)  
  Requested Salary = $0  
  Fringe Benefits = $0
* The Subaward Budget Justification must include an explanation of the inactive budget periods
* Subaward Budget Justification attachment must be a PDF document with a unique file name (not a file name used elsewhere in your proposal)

1. Enter the detailed budget for the proposal and autocalculate periods. All years of the UMB budget must be generated before you upload a subaward budget form.
2. Navigate to Subawards
3. Click +Add Subaward. A pop-up window will open. In the Add Subaward window:

**Organization Id field:** Search for the Organization. The Organization lookup will open in a pop-up window. Search for an Organization ID that you know or use a wildcard search in the Organization Name field (EXAMPLE: \*duke\*). Select the Organization from the results.

***NOTE:*** If the needed Organization is not listed, please complete the Address Request form and request to ***add this new subrecipient to Kuali Research***. <http://www.umaryland.edu/kualicoeus/user-access-and-requests/addressrequest/>

**File Name field:** Browse for and upload the completed Subaward Budget form. Click the blue Add Subaward button



1. The subaward now appears on the Subaward screen. Add other subrecipients and subaward budgets.



1. Open the Summary to review how the costs are applied to the budget.



1. **If you are creating a modular budget**, sync to the modular budget now that your budget is complete and all subawards have been uploaded.
2. **Return to the proposal**

Use the Return to Proposal button at the top of the left navigation menu.

1. Navigate to Basics > Organization and Location > Other Organizations tab. Check that the subrecipient(s) are included here. **For S2S proposals**, make sure that the Congressional District appears. If it does not appear, email SPA ([jsimons@umaryland.edu](mailto:jsimons@umaryland.edu) and [chunter1@umaryland.edu](mailto:chunter1@umaryland.edu)) to request that the Kuali Research record be updated.
2. **For S2S Proposals:** Navigate to Basics > Opportunity Search > Forms tab.

* If you are submitting a **Detailed budget**, in the Include column, check the box to Include the RR\_Budget and the RR\_SubawardBudget.
* If you are submitting a **Modular budget**, in the Include column, check the box to Include the PHS398\_ModularBudget.