Adding a Subaward to a Proposal

How to Add Subaward(s) to a Proposal

Step 1. Start on the Proposal Tab of the Proposal Development Document and click the Sponsor & Program Information Panel.

Step 2. Check the box entitled “Does this Proposal Include Subaward(s)?”

Step 3. Click “Show” on the Subawards Panel.

Step 4. Using the search icon next to Organization name, initiate a lookup for the Subaward organization(s) that will be a part of the proposed project.

Example: *Long Beach*

Step 5. Utilizing wild cards, enter the name of the Subaward organization you wish to add to the proposal and click “Search”.

Step 6. Click “Return Value” next to the Subaward organization you wish to add to the proposal.

If you are unable to locate a Subaward organization in Kuali Coeus, please see the Quick Guide for Requesting new Subaward Organizations.

Step 7. Enter the total amount budgeted for the Subaward organization for the entire project period in the “Amount” field and click “Add”.

Example: 1 California State University Long Beach 15,000.00