

NewsFlash!

Reminder: When using KC S2S and including a subaward institution, you will need to complete an [Institutional Profile Request Form](#) prior to routing the proposal for approvals and submission. The IP Request Form should be submitted to DCG as early as possible to avoid any delays (i.e., as soon as a subaward institution is identified during proposal and budget development). Without the completion of this form, subaward institutions will not be available in the various dropdown sections of KC S2S. Please be proactive in filling out the IP Request Form for your KC S2S proposals. DCG will load subaward institutions within one business day of the request, or sooner if it is urgent. You will receive an email confirmation when the subaward institution has been added. Please note that the placeholder “Select at a Later Time” has been removed from the system.

If you have any questions, please contact [Noah Congelli](#) in the Department of Contracts and Grants or you can reach out to your [DCG Officer](#).