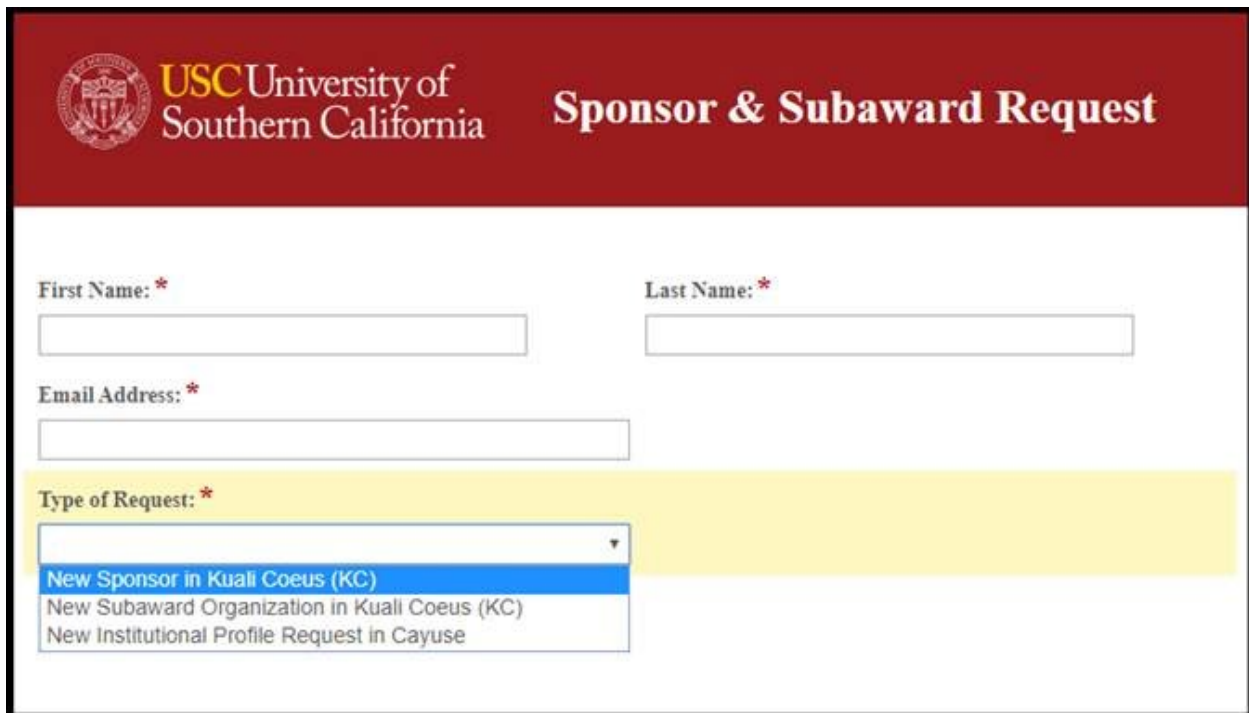


NewsFlash!

Announcement: The Department of Contracts and Grants (DCG) has created a new portal for requesting the addition of Sponsors and Subaward Institutions into Kualu Coeus and Cayuse. The enhanced form streamlines the request process and takes the place of manually submitting email requests to the Department of Contracts and Grants. The [Sponsor & Subaward Request Form](#) will allow a user to automatically request the following actions:

- Add a New Sponsor to Kualu Coeus
- Add a New Subaward Organization to Kualu Coeus
- Add a New Institutional Profile to Cayuse



USC University of Southern California

Sponsor & Subaward Request

First Name: *

Last Name: *

Email Address: *

Type of Request: *

- New Sponsor in Kualu Coeus (KC)
- New Subaward Organization in Kualu Coeus (KC)
- New Institutional Profile Request in Cayuse

Once the "Type of Request" has been selected on the form, additional required fields will populate based on the selection. For all full list of required fields, see the attached quick guides.

*This form will be required for all Sponsor and Subaward Requests beginning on **Monday, May 11, 2020.***

The Department of Contracts and Grant's [Kualu Coeus Training Page](#) will be updated with the attached training guides on how to properly fill out and submit the form.

Questions?

If you have any questions about how to utilize the new form, please contact [Noah Congelliere](#) in the Department of Contracts and Grants.