To Request a New Subaward Organization in Kuali Coeus:

1. Verify that the Subaward Organization is not already located in KC:
   - Search for the Subaward Organization by selecting the magnifying glass.
   - Enter Variations of the Subaward Organization Name, utilizing wild cards (**).
     - Example: For “University of Southern Indiana” you could use:
       - *Southern Indiana*
   - Click Search

2. If the Subaward Organization still cannot be located in KC:
   - Open the New Sponsor & Subaward Request Form
   - Enter Your First Name
   - Enter Your Last Name
   - Enter Your USC Email Address
   - Enter the Type of Request:
     *Select “New Subaward Organization in Kuali Coeus (KC)”*
At this point, the form will expand to include additional fields required to enter the Subaward Organization into Kuali Coeus. Fill out the additional form fields related to the Subaward Organization.

- **Full Subaward Organization Name:** Enter the full name of the Subaward Organization (Ex. “Anytown University”).

- **Subaward Organization Country:** Select the country the Subaward Organization resides in.

- **State:** Select the State the Subaward Organization resides in. Note: This is only an option if “United States of America” is selected as the Subaward Organization Country.

- **Submit:** Click this button to submit the form to the Department of Contracts and Grants.

Your request has been submitted to the Department of Contracts and Grants.

Once the form has been submitted, you will see a landing page with confirmation that your form was submitted to the Department of Contracts and Grants. You will receive an Organization ID Code for the new Subaward entity via email within 1 business day.