cuResearch
Event Forms
(Requesting a Subaward)

Events

You can now request a subaward through cuResearch, using "Events"!

To request a subaward, click the "**Applications (Submitted – Post Review**)" tab on your homepage.

Role: Principal Investigator

Applications: Drafts
Applications: Requiring Attention
Applications: Under Review
Applications: Post-Review
Applications: Withdrawn
Events: Drafts
Events: Requiring Attention
Reminders

Events

Next, select the Project in which you would like to request a subaward for, and click "**Events**" on the desired Project.

		File No	Project Title	Principal Investigator	Application Type	Status Snapshot
					All	
View	Events	103401	TESTING 1.2.3....	Joe Smith (Office of the Vice-President (Research & International)\Carleton University Research Office)	(Awards\Awards)	**Project Status**: Withdrawn **Workflow Status**: Approval Decision Made

Reset Filters   Export To Excel

Events

Now that you are in the Project you can select "**Request for Subaward/Subcontract**" under the heading "Create New Event".

APPLY NEW | News | Useful Links | Settings |

Create New Event

Event Form Name	Description
Request for Subaward/Subcontract	

"Event Info" Tab

The "**Event Info**" tab is designated for any comments you wish to make on your request, it is not mandatory to complete this tab.

"Request for Subaward…" Tab

The "**Request for Subaward/Subcontract**" tab is much like the Checklist tab in cuResearch. There are 9 questions (8 of which are mandatory). Mandatory fields are marked with a " * ".

| Event Info | * Request for Subaward/Subcontract | Attachments | Errors |

*Request for Subaward Agreement

ⓘ 1.1* Sub-recipient Institution Name

ⓘ 1.2* Co-investigator's First Name

ⓘ 1.3* Co-investigator's Last Name

"Attachments" Tab

The "**Attachments**" tab gives researchers the opportunity to upload any files they wish to be included in their submission. <u>Please note</u>: Users may upload several attachments (no larger than 10MB), and are encouraged to upload as "PDF". "Word", "Excel", "JPEG" are also accepted.

Event Info	* Request for Subaward/Subcontract	Attachments	Errors

This event form does not require that attachments be included. However, if the researcher would like to include additional documents for inclusion in the Subaward Agreement, they can upload them here.

Add Attachment

NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost.
However, you may upload multiple attachments, provided that each is no larger than 10MB.

"Errors" Tab

The "**Errors**" tab keeps track of any required questions that were left unanswered. This tab disappears as soon as all questions have been answered.

Event Info	* Request for Subaward/Subcontract	Attachments	Errors

Request for Subaward/Subcontract -> Request for Subaward Agreement:1.4 Co-Investigator's Email Address is required.

Request for Subaward/Subcontract -> Request for Subaward Agreement:1.3 Co-investigator's Last Name is required.

Request for Subaward/Subcontract -> Request for Subaward Agreement:1.1 Sub-recipient Institution Name is required.

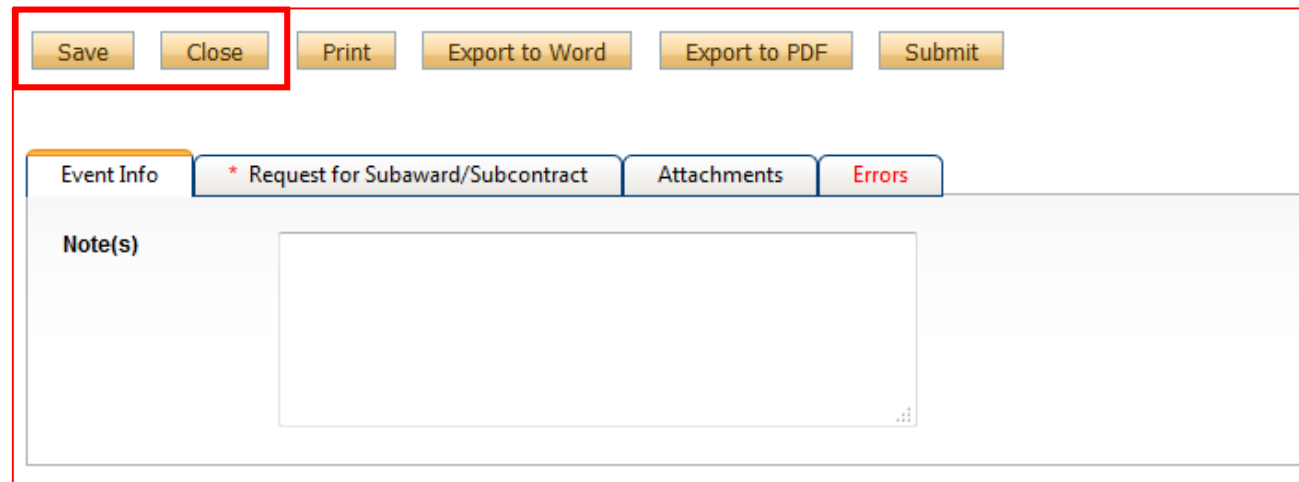Request for Subaward/Subcontract -> Request for Subaward Agreement:1.2 Co-investigator's First Name is required.

Save and Close

At any point, the applicant may "**Save**" and "**Close**" the application. The information will be saved and can be found the next time the user logs in.
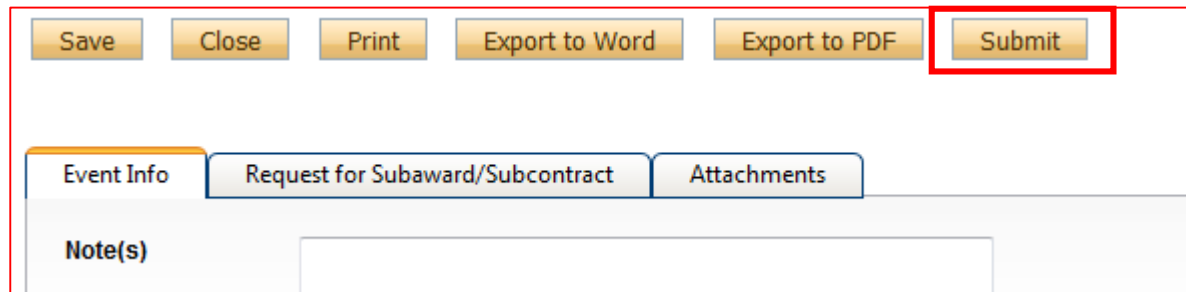
Submitting

Once you have completed your application you can now press "**Submit**".

Completion

Your request should now appear with the status "**Submitted by Researcher**".

Submitted Events

	Event Category	Event Submission Date	Event Status
	All ▼	⬜ 🔽 ▼	🔽
View Event	Subaward/Subcontract (Request for Subaward/Subcontract)	2016/06/07	Submitted by Researcher

Have a question?

Contact the
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Email: richard.sokoloski@carleton.ca