

Access the UCSF **PeopleSoft** Research Administration System (RAS) to manage the Subawards issued under an Award, and to monitor the Subaward's amounts authorized and amounts invoiced and paid.

Viewing Subcontract information from the Award Profile

- 1 Login to MyAccess at <u>https://myaccess.ucsf.edu</u> (not shown). Locate and select PeopleSoft from the applications menu. For help using MyAccess, see the <u>MyAccess Single Sign-On</u> page.
- 2 Navigate to the Award Profile page: Main Menu > Grants > Awards > Award Profile (not shown)
- Enter the Award search criteria and click Search. The (not shown)

symbol may display in the top right corner of the screen to indicate the search is in progress

- If an exact match is found you will navigate directly to the Award Profile (not shown)
- b If multiple values match your search criteria, click on the link for your desired award (not shown)

Once in Award Profile, select the **Subrecipients** tab

The **Subrecipient** tab displays (see next page)

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Award Award Periods Salary Cap	Bubrecipients Terms Milestones Attributes Award Documents ESR Documents Other Documents
Award ID A1	126302
Reference Award Number	FAIN #
Award PI 02	25377540 Matthay,Michael A. Award Modifications Award Details
Award Title Re	eevaluation Of Systemic Early neuromuscular blockade (R View Contract
Long Description Re	eevaluation Of Systemic Early neuromuscular blockade (ROSE)
194	4 characters remaining
	Reporting Role
Sponsor Ma	assachusetts General Hospital
Purpose CL	LINO
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Agreement Type Su	ubContract
Proposal ID PO	0511538
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Award From 11	1/18/2015 Award Thru 04/30/2016
RSA 025	5050360 🍳 Ruperto, Maribeth M.
Dept ID 10	04014 M_Cardiovascular Research Inst Fund Code 4301 Private Contracts
Control Pt 100	0000 M_School of Medicine Rept Dept 104014 M_Cardiovascular Research Inst
	Additional Information
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Project Information	(includes details on: Project ID, Description, Nickhame, Dept, PI, and RSA)
Project F & A Setup	p (includes details on: hojek ib, bescription, nickname, F&A base Code, and F&A Kate)
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ARRA Reporting	
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	Award Award Periods Sala	ry Ca <u>p</u> Subr	ecipients Terr	ms <u>M</u> ilestones	Attributes	Award Docume	ents <u>F</u> SR Docur	ments Other	Documents				
The Subrecipient tab displays:	Award: A126302	Business U	nit: SFCMP	Project PI: 1	vlatthay,Michael A.								
	Reference Award Number:		Awa	ard PI: Matthay,N	lichael A.	Currency: US	SD	Sort by Subcontr	act				
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	Subrecipient ID: 10759	L. L.	JC Davis			ARF	RA Subrecipient Info	fo Page					
	Sub Contact: Troy Young		Sub F	Phone: 530-752-	1477 Sub	Email ID: tro	young@ucdavis.ed	du; tealbertson@	ucdavis.edu				
	Scope of Work Start Dt:	11/18/2015	UCSF OSR Ar	alyst: R	utkowski-Howard,	Deborah A. Su	ubrecipient Voucher	r Detail Page 🥖	5				
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	Return to Search	🖃 Notify	C Refresh										
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	Award Award Periods Salary Cap	Subrecipients	Terms Milestone	es Attributes Awa	ard Documents F	SR Documents	Other Documents	ts					

Select the **Subrecipient Document Page** link to view attached documents such as the executed contract

Subrecipient [Document		i i i i i i i i i i i i i i i i i i i
Award ID:	A126302		
Subcontract #	9109SC		
Project	126302A		
Subrecipient Name	UC Davis		
Document Attach	ments	Personalize Find View All 🗷 🎚	First 🕚 1 of 1 🕑 Last
Attached File		Description	
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Or select the Subrecipient Voucher Detail Page link to view vouchers on the Subrecipient Subcontract tab:

				<u> </u>										
Subcontract Number:	9109SC	Award - S	ubrecipient	Award Pe	eriods									
Subrecipient Name:	UC Davis													
UCSF Award ID:	A126302	U	JCSF Award P	PI: Mattha	ay,Michael	λ.								
Project:	126302A	U	JCSF Project	PI: Matth	ay,Michael	Α.								
Award Purpose:	Other Clinical	Service F	Fund No:	4301		ept Preferr	ed Posting	Level:	104016					
Supplier ID														
Scope of Work														
					Total Est	mated:	1	116,420.	22					
Scope of Work Begin Date:	11/18/2015	Scope of Wo End Date:	ork 04/30	/2016	Total Est Total Aut	mated: iorized:	1	116,420.	22					
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To return to the **Subrecipients** tab from the **Subrecipient Voucher Detail Page**, select **Award-Subrecipient**

Or select Award Periods to view the Award Periods tab

Viewing Outgoing Subawards in RAS

The Award Periods tab displays:

Select Project Level Periods to view Award Project Periods in a pop-up display

ward	Award	Periods	Salary Ca <u>p</u>	Subrecipients	Terms	Milestones	Attributes	Award Documents	ESR Documents	Other Documents
		Award	ID A126302					Award Title Reevalu	ation Of Systemic Early	neuromuscular blockade (R
Refe	rence Aw	ard Numb	er							
		Award	PI Matthay,Mic	hael A.						
	Award f	rom:	11/18/2015	Award End	I Date:	04/30/2016				
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04/30/2016

11/18/2015

Viewing Subaward Information in UCSF Reports

The **Subrecipient Report by Dept** can be used to review all subawards for a **Dept ID**, **UCSF Award PI**, **Subrecipient Institution**, or a specific **Subcontract #** when you do not have the associated Award number.

(Not shown) Navigate (Main Menu > Grants > UCSF Reports > Subrecipient Report by Dept) or search for "subcontracts"

2 Enter your Dept ID or other search criteria

Optional: enter any additional criteria if you wish to further narrow your report

- 3 The default is to Include Child Dept ID. Uncheck the box if you want to exclude Child Dept IDs.
- Click the **Run** button

The report displays at the bottom of the page (see next page)

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Award ID:			Q	Business Unit: S	FCMP	
Subcontract #		Q				
Subrecipient I	nstitutio	n: begins with	-			
Sub PI Name:		begins with	•			
*End Dt Status:		All Subcontrac	ts	•		
ARRA Type:			-	······································		
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Results		-				
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			Subcontract #			

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OK Cancel Refresh

11/18/2015

Viewing Outgoing Subawards in RAS

The report displays at the bottom of the page:

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UCSF Award ID	Fund	UCSF Project ID	Subcontract#	Subrecipient Institution	Subcontract Begin Dt	Subcontract End Dt	Executed Thru Dt	Executed Amount	UCSF Prime Sponsor	Prime Sponsor Reference Award	UCSF Award PI Name	UCSF Project PI Name	Subrecipient PI Name	UCSF Award Department	UCSF Project Department	ARRA Type
A100166	4002	100166A	3541SC	SRI International					NIH Natl Heart, Lung & Blood Institute	U01HL056061	Clyman,Ronald I.	Clyman,Ronald I.		M_Cardiovascular Research Inst	M_Cardiovascular Research Inst	
A100166	4002	100166A	3561SC	Univ of Texas					NIH Natl Heart, Lung & Blood Institute	U01HL056061	Clyman,Ronald I.	Clyman,Ronald I.		M_Cardiovascular Research Inst	M_Cardiovascular Research Inst	
A100448	4001	100448F	6526SC	Stanford University	01/01/2011	04/30/2011	04/30/2011	\$44,878.00	NIH Natl Heart, Lung & Blood Institute	HHSN268200536166C	Matthay, Michael A.	Matthay, Michael A.	Ruoss, Stephen J.	M_Cardiovascular Research Inst	M_Cardiovascular Research Inst	
A100496	4000	100496C	3845SC	Yale University	08/15/2004	05/01/2009	06/30/2007	\$64,240.00	NIH Natl Heart, Lung & Blood Institute	P50HL074005	Matthay, Michael A.	Matthay, Michael A.	Mark Siegel	M_Cardiovascular Research Inst	M_Cardiovascular Research Inst	
A100497	4002	100497A	4953SC	Lawrence Berkeley National Laboratory	08/01/2007	07/31/2010	07/31/2010	\$25,374.00	NIH Natl Heart, Lung & Blood Institute	U10HL074204	Boushey,Homer A.	Boushey,Homer A.	Brodie, Eoin	M_Cardiovascular Research Inst	M_Cardiovascular Research Inst	
A100516	4000	100516P	5540SC	Blood Centers of the Pacific/BSRI	09/01/2008	08/31/2010	08/31/2010	\$12,661.00	NIH Natl Heart, Lung & Blood Institute	P50HL081027	Toy,Pearl T.	Toy,Pearl T.	Norris, Philip	M_LabMed-General	M_Cardiovascular Research Inst	
A100526	4000	100526Y	5440SC	Lawrence Berkeley National Laboratory	03/01/2009	06/30/2009	06/30/2009	\$14,963.00	NIH Natl Heart, Lung & Blood Institute	P01HL024075	Hawgood,Samuel	Bristow,James D.	Bristow,James	M_Cardiovascular Research Inst	M_Cardiovascular Research Inst	
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You can change the order of the subcontracts list by clicking on any of the column headers

Click the forward or back buttons to view additional report pages

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UCSF Award ID	Fund	UCSF Project ID	Subcontract#	Subrecipient Institution	Subcontract Begin Dt	Subcontract E End Dt T	lient Pl	UCSF Award Department	UCSF Project Department	ARRA Type
A126302	4301	126302A	9109SC (5)	UC Davis	11/18/2015	04/30/2016	Albertson	M_Cardiovascular Research Inst	M_Cardiovascular Research Inst	
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5 To view details, click the **Subcontract#** hyperlink

The Award Profile Subrecipients tab is displayed (see navigation on page 2)

For additional <u>Contracts & Grants</u> Training & Job Aids, see the Controller's Office website.