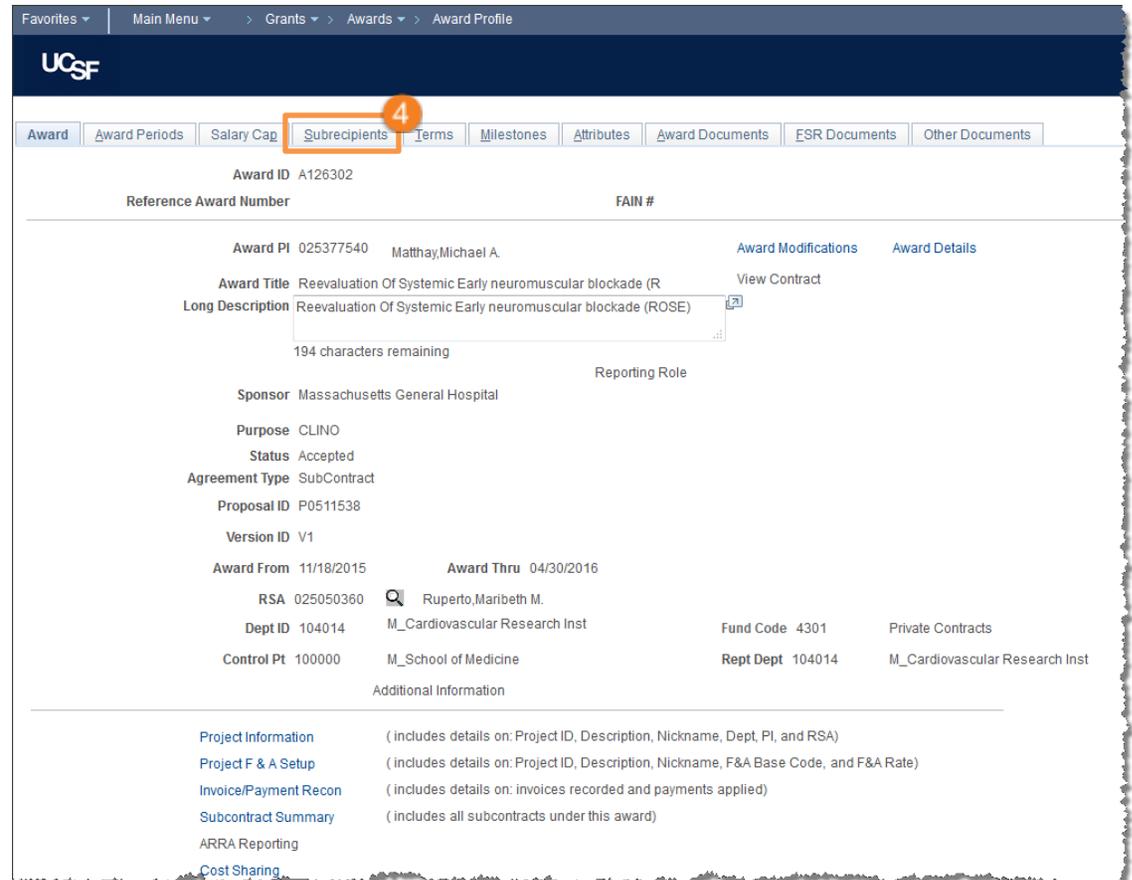


Access the UCSF **PeopleSoft** Research Administration System (RAS) to manage the Subawards issued under an Award, and to monitor the Subaward's amounts authorized and amounts invoiced and paid.

Viewing Subcontract information from the Award Profile

- 1 Login to **MyAccess** at <https://myaccess.ucsf.edu> (not shown). Locate and select **PeopleSoft** from the applications menu. For help using **MyAccess**, see the [MyAccess Single Sign-On](#) page.
- 2 Navigate to the **Award Profile** page: **Main Menu > Grants > Awards > Award Profile** (not shown)
- 3 Enter the Award search criteria and click **Search**. The  symbol may display in the top right corner of the screen to indicate the search is in progress (not shown)
 - a 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)
- 4 Once in Award Profile, select the **Subrecipients** tab

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



The screenshot displays the 'Award Profile' page in the UCSF PeopleSoft RAS system, specifically the 'Subrecipients' tab. The page header shows the navigation path: 'Main Menu > Grants > Awards > Award Profile'. The 'Subrecipients' tab is highlighted with an orange box and a circled number '4'. The main content area displays the following information:

- Award ID:** A126302
- Reference Award Number:** Award PI 025377540
- FAIN #:** Matthay, Michael A.
- Award Title:** Reevaluation Of Systemic Early neuromuscular blockade (R)
- Long Description:** Reevaluation Of Systemic Early neuromuscular blockade (ROSE) (194 characters remaining)
- Sponsor:** Massachusetts General Hospital
- Purpose:** CLINO
- Status:** Accepted
- Agreement Type:** SubContract
- Proposal ID:** P0511538
- Version ID:** V1
- Award From:** 11/18/2015
- Award Thru:** 04/30/2016
- RSA:** 025050360
- Dept ID:** 104014
- Control Pt:** 100000
- Reporting Role:** Ruperto, Maribeth M.
- Fund Code:** 4301
- Rept Dept:** 104014

Additional information links are provided at the bottom:

- [Project Information](#) (includes details on: Project ID, Description, Nickname, Dept, PI, and RSA)
- [Project F & A Setup](#) (includes details on: Project ID, Description, Nickname, F&A Base Code, and F&A Rate)
- [Invoice/Payment Recon](#) (includes details on: invoices recorded and payments applied)
- [Subcontract Summary](#) (includes all subcontracts under this award)
- [ARRA Reporting](#)
- [Cost Sharing](#)

Viewing Outgoing Subawards in RAS

The **Subrecipient** tab displays:

Award: A126302 Business Unit: SFCMP Project Pt: Matthay,Michael A.
 Reference Award Number: Award Pt: Matthay,Michael A. Currency: USD
 Award Funded Amount: 323,629.00 Award Modifications:

Project Information Find | View All First 1 of 1 Last

Project: 126302A Project Pt: Matthay,Michael A.

Subrecipient Subcontract Find | View All First 1 of 1 Last

Sequence: 10 Subcontract # 9109SC Status: Active Location: U.S. International
 Subrecipient: UC Davis Sub Pt: Timothy Albertson
 Subrecipient ID: 10759 UC Davis ARRA Subrecipient Info Page
 Sub Contact: Troy Young Sub Phone: 530-752-1477 Sub Email ID: troyoung@ucdavis.edu; tealbertson@ucdavis.edu
 Scope of Work Start Dt: 11/18/2015 UCSF OSR Analyst: Rutkowski-Howard,Deborah A. Subrecipient Voucher Detail Page
 Scope of Work End Dt: 04/30/2016 Total Estimated Budget: 116,420.22 Number of Budget Periods:
 Comment: 12/11/2015 dhoward: Other, Transaction reassigned from Imoret to dhoward
 12/2/15 ssharma: Basic Review Complete.

Budgets and Modifications Personalize | Find | View All First 1 of 1 Last

Year	Mod	Dt Recv'd	Dept Docs Requested Dt	Dept Docs Received Dt	Dt Sent Out	Dt Completed	Start Dt	End Date	Direct Costs	F&A	Total Costs	Adv Pymt	Expedite
1	0	12/02/2015					11/18/2015	04/30/2016	116,420.22		116,420.22	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify Refresh

Award | Award Periods | Salary Cap | Subrecipients | Terms | Milestones | Attributes | Award Documents | FSR Documents | Other Documents

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

Subrecipient Document

Award ID: A126302
 Subcontract #: 9109SC
 Project: 126302A
 Subrecipient Name: UC Davis

Document Attachments Personalize | Find | View All | First 1 of 1 Last

Attached File	Description

5 Or select the **Subrecipient Voucher Detail Page** link to view vouchers on the Subrecipient Subcontract tab:

Subrecipient Subcontract Award - Subrecipient Award Periods

Subcontract Number: 9109SC
 Subrecipient Name: UC Davis
 UCSF Award ID: A126302 UCSF Award Pt: Matthay,Michael A.
 Project: 126302A UCSF Project Pt: Matthay,Michael A.
 Award Purpose: Other Clinical Service Fund No: 4301 Dept Preferred Posting Level: 104016
 Supplier ID

Scope of Work

Scope of Work Begin Date: 11/18/2015 Scope of Work End Date: 04/30/2016 Total Estimated: 116,420.22
 Total Authorized:
 Total Vouchers:
 Remaining Amount:

Personalize | Find | View All | First 1 of 1 Last

Voucher ID	Src	Supplier ID	Invoice ID	Invoice Dt	Account	Fund	Dept ID	Project	Act Per	Func	Flex	Amount	GL	Journal ID	Journal Dt

6 To return to the **Subrecipients** tab from the **Subrecipient Voucher Detail Page**, select **Award-Subrecipient**

7 Or select **Award Periods** to view the **Award Periods** tab

Viewing Outgoing Subawards in RAS

The **Award Periods** tab displays:

Award ID: A126302 Award Title: Reevaluation Of Systemic Early neuromuscular blockade (R)

Reference Award Number

Award PI: Matthay,Michael A.

Award from: 11/18/2015 Award End Date: 04/30/2016

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

Activity Period	Period Begin Date	Period End Date	Processing Begin Date	Processing End Date	Status
01	11/18/2015	04/30/2016	11/18/2015		A

Award ID: A126302 Award Title: Reevaluation Of Systemic Early neuromuscular blockade (R)

Reference Award Number

Award PI: Matthay,Michael A.

Project	Activity Period	Period Begin Date	Period End Date	Processing Begin Date	Processing End Date	Period Status
1 126302A	01	11/18/2015	04/30/2016	11/18/2015		Active

OK Cancel Refresh

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.

- 1 (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.
- 4 Click the **Run** button

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

UCSF

Subrecipient Report By Dept

Dept ID: **2**

UCSF Award PI:

Award ID: Business Unit: SFCMP

Subcontract #:

Subrecipient Institution: begins with

Sub PI Name: begins with

*End Dt Status: All Subcontracts

ARRA Type:

Include Child Dept ID **3** **Run** **4**

UCSF Award ID	Fund	UCSF Project ID	Subcontract #	Subrecipient Institution	Subcontract Begin Dt	Subcontract End Dt
			Subcontract #			

Viewing Outgoing Subawards in RAS

The report displays at the bottom of the page:

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

5 To view details, click the **Subcontract#** hyperlink

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

For additional [Contracts & Grants](#) Training & Job Aids, see the Controller's Office website.