



Subaward Reference Guide

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Introduction

In Workday, each subaward on an award has its own grant line and its own GR number. Internally, subawards are created in Workday as a Supplier Contract. Subaward Supplier Contracts behave differently from non-subaward (i.e. vendor) supplier contracts. Workday only allows payments on Supplier Contracts during the active period of the contract. (Note: this is a Workday feature that the University has no ability to change.) Therefore, in order to process invoices past the contractual subaward end date for work completed within the period of performance, the Subaward Supplier Contract end date in Workday is set to 90 days past the actual subaward end date. This is purely an internal mechanism to ensure invoice processing can occur after the period of performance has ended, but does not affect the period of performance of the sub. A note about this end date is in the process history tab of the Subaward Supplier Contract record.

The subaward period of performance dates are in Kual Research (KR) and in the subaward document itself.

Find A Subaward in Workday

Search either by grant worktag (e.g. GR010327) or supplier (e.g. Vanderbilt University) using **“RPT893 Find Supplier Contracts for My Organizations.”**

From this report, you can also see the invoices processed on that GR and click through to see the invoice details. Only invoices processed after Nov 15, 2024 (Workday go-live) will show up in this list.

Subaward Behavior in Workday

To find the details of a subaward and the corresponding Subaward Supplier Contract from within a particular Award, find the award in Workday. Once in the Award Overview screen, select the **Award Lines** tab and then locate the subaward line. Click the three horizontal dots next to the magnifying glass icon for the subaward line to show additional details on the subaward line. From there you can locate the Subaward Supplier Contract number and, if you have the Grant Manager security role, can click directly into the Subaward Supplier Contract. If this view is not available to you, it is likely due to your security roles. You should still be able to use RPT893 noted above.

Overview **Award Lines** Budget #1 Award Tasks Billing & Receivables Subawards Additional Reports Set Up & History

Award Lines Overview Award Line Summary Award Lines

2 items

Contract Line	Line Number	Status	Award Line Lifecycle Status	Company	From Date	To Date	Current Amount	Billed Amount	Grant	Billing Schedule	Line Description
Q	1	Active	Open	UM01 University of Maryland College Park (UMCP)	04/01/2023	03/31/2026	\$1,157,175.24	\$711,670.13	GR012873 310242-00001 5206132 Multiscale hydrogel biomaterials-enabled 3D modeling of cancer drug resistance	310242	Cost reimbursement Credit-Established A mechanism for spor
Q...	3104	Active	Open	UM01 University of Maryland College Park (UMCP)	04/01/2023	03/31/2026	\$57,551.76	\$13,871.77	GR013155 310242-3104 5206132 SUB FFATA-Multiscale hydrogel biomaterials-enabled 3D modeling of cancer drug	310242	Cost reimbursement Credit-Established A mechanism for spor

Actions

- Additional Data >
- Favorite >

Contract Line

AWD-008432 Contracts & Grants Federal Government - RC00136 - 0402 0410 (Line 3104)

ID	310242-00001-5206132-123852	Line Type	Cost Reimbursable
Line Status	Active	Revenue Category	Contracts & Grants Federal Government - RC00136 - 0402 0410
Line Company	UM01 University of Maryland College Park (UMCP)	Line Item Description	Cost reimbursement.Letter of Credit-Established ACH mechanism for sponsor
Award	AWD-008432: Multiscale hydrogel biomaterials-enabled 3D modeli 04/01/2023 (version 0)	From Date	04/01/2023
Document Status	Approved	To Date	03/31/2026
Version	0	Billing Schedule	310242
Company	UM01 University of Maryland College Park (UMCP)	Billed Amount	13,871.77
Sponsor	NIH-National Cancer Institute	Primary	No
Bill-To Sponsor	NIH-National Cancer Institute	Grant	GR013155 310242-3104 5206132 SUB FFATA-Multiscale hydrogel biomaterials-enabled 3D modeling of cancer drug resistance
Line Number	3104	Subrecipient	UNIV OF MARYLAND BALTIMORE
On Hold	No	Subaward	CON-00000601 : KFS Contract# 123852 Z0613201

Workday assigns subaward supplier contracts a CON number (e.g. CON-12345678). To see this number in KR, navigate to the Financial tab in the subaward record and look for the “Purchase Order ID” field. The full subaward number in WD is CON-12345678; in KR it will be reflected as 12345678 (i.e. without the “CON-” prefix).

Subaward Behavior in Workday

5				
Effective Date:		Obligated Change:	Anticipated Change:	
03/06/2025		0.00	0.00	
Modification Type:	Modification Effective Date:	Modification ID:	Period of Performance Start Date:	Period of Performance End Date:
No Cost Extension		B		02/21/2026
Purchase Order ID:				
00000948				
Attachment Actions :				
Comments: Mod B - NCE to 2/21/2026 MAC 3/6/25				
 Sub_MOD_B_02.2025_UWASH_extTime_MPM.pdf				
view				
6				
Effective Date:		Obligated Change:	Anticipated Change:	
03/07/2025		0.00	0.00	
Modification Type:	Modification Effective Date:	Modification ID:	Period of Performance Start Date:	Period of Performance End Date:
No Cost Extension		B		
Purchase Order ID:				
00000948				
Attachment Actions :				
Comments: Mod B FX MAC 3/7/25				
 139328-Q2975304_CON-00000948 Mod B UW_FE print.pdf				
view				

Basis Limit

On Federal awards and non-Federal awards that use the MTDC indirect cost rate base, indirect costs are charged on the first \$25,000 of each subaward. In KFS, this was managed using two different object codes (3732 which was subject to IDC and 3734, IDC exempt). In Workday, this is managed using a basis limit.

There are two ways to see the basis limit on a subaward.

- 1) Click on the Award Lines tab on the award header to see the grant lines, and scroll to the right to the basis limit column.

AWD-000327: E-VERIFY: Global Ecosystem Dynamics Investigation 11/01/2014 (version 0)

Sponsor Award Reference Number

NNL15AA03C

Sponsor

NASA - Langley Research Center

Sponsor Direct Cost / Sponsor Facilities And Administration

9,299,305.00 / 0.00

Cost Share Total

2,947,073.00

Award Contract Dates

11/01/2014 - 05/30/2025

Assistance Listing

43,000 - National Aeronautics and Space Administration, Other

Overview

Award Lines

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Award Line Summary

Award Lines

5 items

Billing Schedule

022451

Line Description

Cost reimbursement:Cost Invoice with Certification

Contract Line Type

Cost Reimbursable

Current Rate

52.00%

Rate Agreement

Federal Rate Agreement FY12 - CP (07/01/2011)

Basis Type

Modified Total Direct Costs

Cost Rate Type

On-Campus Organized Research

Subrecipient

BROWN UNIVERSITY

Basis Limit

\$0.01

Assistance Listing for Award Line

43,000 - National Aeronautics and Space Administration, Other

Billing Schedule

022451

Line Description

Cost reimbursement:Cost Invoice with Certification

Contract Line Type

Cost Reimbursable

Current Rate

52.00%

Rate Agreement

Federal Rate Agreement FY12 - CP (07/01/2011)

Basis Type

Modified Total Direct Costs

Cost Rate Type

On-Campus Organized Research

Subrecipient

NORTHERN ARIZONA UNIVERSITY

Basis Limit

\$0.01

Assistance Listing for Award Line

43,000 - National Aeronautics and Space Administration, Other

- 2) Click on the Subawards tab on the award header, and then the Basis Limit button. (The “Maintain Subawards” screen is only available to ORA and SPAC.)

Subaward Behavior in Workday

AWD-000327: E-VERIFY: Global Ecosystem Dynamics Investigation 11/01/2014 (version 0)  					
Sponsor Award Reference Number	NNL15AA03C	Sponsor Direct Cost / Sponsor Facilities And Administration	9,299,305.00 / 0.00	Award Contract Dates	11/01/2014 - 05/30/2025
Sponsor	NASA - Langley Research Center	Cost Share Total	2,947,073.00	Assistance Listing	43,000 - National Aeronautics and Space Administration, Other
OverviewAward LinesBudgetAward TasksBilling & ReceivablesSubawardsAdditional ReportsSet Up & History					
Maintain Subawards Basis Limit					
2 Items      					
Basis Limit	Basis Limit Name	Basis Limit Amount	Award Lines		
46332 46332 - 0.01	46332	0.01	AWD-000327 Contracts & Grants Federal Government - RC00136 - 0402 0410 (Line 3768)		
23913 23913 - 0.01	23913	0.01	AWD-000327 Contracts & Grants Federal Government - RC00136 - 0402 0410 (Line 3278)		

A basis limit of .01 in Workday means this is a converted award where the amount subject to IDC has already been reached. A basis limit of anything other than .01 or 25,000 is likely an artifact of the transition from KFS to Workday. The subaward team will update the basis limit as new modifications are made to the subaward. New awards are set up with a basis limit of \$25,000 regardless of the initial funding amount.

Workday also includes a “shared basis limit” feature. Occasionally, large, multi-institutional grants and cooperative agreements contain multiple subawards to one entity. In these cases, a single basis limit can be applied to that group of subawards.

IDC charges

Award budgets in Workday are set up at the award header (AWD) level, and not on the award line / grant worktag. (The only exception to this is for converted awards which may have a budget for both parent and child accounts.)

The indirect costs charged on top of subaward invoices will follow the subaward and therefore hit the subaward grant line. Importantly, however, the indirect costs will NOT post against the Subaward Supplier Contract itself.

For converted awards or those set up in Workday prior to this notice, IDC for the subaward was likely included in the parent GR line. Because of this, Workday reports like RPT314 may show an overspend on the subaward GR line (due to the indirects hitting that line) and an underspend on the parent GR line (due to the budget for indirects on top of subawards being included in the parent line).

If this is the case, departments may request a budget change using the ORA Post-Award Management Request form. The KB WD Budget template has been updated to include a field for the indirects on top of the subaward costs separate from the broader IDC field and to allow for parent/child/subaward GR ID object class details. Pls/departments may request a more detailed object class budget for all of an award’s grant lines using the ORA Post-Award Management Request form. This will allow future budgets entered into WD to assign the direct and indirect costs to the parent, child, and subaward lines which will more closely align with the

expected expenses. Departments may also incorporate this KB WD Budget into their departmental budget templates so that the details are included at time of routing.

REMINDER: for sponsored projects, the budget in Workday is based on either a) the budget included in the award notice, or b) an updated KB WD Budget by object class (submitted via the ORA Post-Award Management Form). The Award amount is the amount the sponsor has obligated to UMD as recorded in KR as the “Obligated Dollars,” less amounts subawarded to other organizations, and is updated as sponsor funding changes or if funds are transferred between related accounts. The budget does not affect spending limitations and is used for internal monitoring and reporting purposes.

Budget by Object Class Categories		
Enter the KR proposal or award number this budget is in reference to		
Date Completed		
If child accounts are requested, a budget needs to be included for each child account/award line. The template includes columns for 10 award lines; Click the "+" sign above column L to expand.		
Enter Award Number		
Select line description	Parent	
Salary & Wages (all salaries regardless of employee type)		
Employee Benefits (all benefits regardless of employee type)		
Professional Services (e.g. consultants [3120], honoraria, research participant payments)		
Materials, Supplies, and Services (e.g. lab supplies, computers)		
Participant Support Costs (on Federal awards, these costs will be in a separate child account/award line)		
Travel - Domestic		
Travel - Foreign		
Tuition Remission		
Subawards (each subaward will have its own award line)		
Equipment		
Other Direct Costs		
SUBTOTAL Direct Costs	\$0.00	\$
Indirect Cost of subaward		
IDC, excluding subs		
SUBTOTAL Indirect Costs	\$0.00	\$
ARLIS Fee		
Award Total	\$0.00	\$

Invoice Processing

Accounts Payable loads invoices received at apadmin@umd.edu into Workday. Subaward invoices route to the Grant Manager (GM) and the PI for approval. GMs can [delegate](#) this task to the research coordinator managing the project.

The [Review & Approve Supplier \(Subaward\) Invoice job aid](#) contains technical information about the process for approving invoices. RPT689 can be used to find invoices for a particular supplier (aka subawardee). For Federal award, review the Job Aid for the certification language required on subaward invoices.

The subaward supplier invoice task is sent to the GM with the following notification:

Attention: This subaward invoice has routed to you as the Grant Manager. The default routing will route to the PI if you click approve.

If a Conflict of Interest Management Plan has been put in place that requires an Oversight Official Review, follow the steps in the following job aid: [Review & Approve Supplier \(Subaward\) Invoice](#).

GMs should review the financial accuracy of the subaward invoice and approval constitutes an attestation to the following:

- 1) The invoice includes the complete subaward number and the subrecipient's Federal ID number;
- 2) The amount invoiced represents work performed during the subaward period;
- 3) Current and cumulative amount totals are accurate and within the subaward obligation;
- 4) The costs claimed are, to the best of your knowledge, in accordance with the requirements of the subaward, comply with applicable budgetary restrictions and Uniform Guidance rules on allowability of costs, and that the funds are being utilized for authorized purposes;
- 5) There are no substantive deviations from the approved budget that would indicate an unapproved change in scope;
- 6) Subrecipient has met any cost sharing requirements and provided requisite supporting documentation; and
- 7) The invoice includes the appropriate certification statement and is signed by an authorized official at the subrecipient organization.

During this review, the GM may upload additional attachments to the invoice record. Additional attachments may include the Subrecipient Monitoring Invoice Checklist found on [ORA's website](#), clarification requested/received from the subawardee, reference and tracking information, and/or email affirmations from the PI regarding technical progress or additional notes. If attaching an email, that email should include the following information:

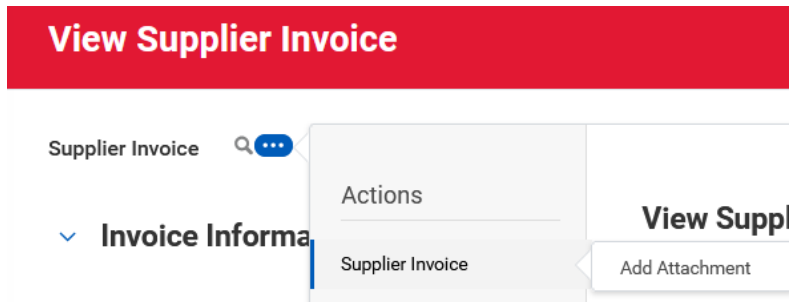
- a) Invoice number
- b) Subawardee
- c) UM GR number
- d) Invoice amount
- e) Claim period

Backup documentation added to the invoice record may be sent to the State of Maryland during the review and payment process so units should be intentional and judicious about what is uploaded to the system of record. The add attachment process can also be used to replace the invoice if a newer, updated one has been sent by the subawardee. The GM should upload the new invoice and then must send the task back to Accounts Payable **with comments** so they can correct the data typed directly into Workday.

Below is information on how to add attachments to the invoice record. This functionality is automatically available to the Grant Manager, **not** the delegates. If delegates should have access to upload or change attachments, use Service Now to request that security role "Supplier Invoice Attachment Uploader."

To add an attachment: from the inbox task, click the three horizontal dot button next to the supplier invoice number, then click the supplier invoice number at the top of the resulting pop-up window to view the full invoice.

On the View Supplier Invoice screen, click the three horizontal dot button next to “Supplier Invoice (magnifying glass),” then click Supplier Invoice -> Add attachment.



From there, the GM can click upload to add an attachment. This new attachment will show up in the task after it is added and will remain in the record after approval.

NOTE: The Subaward Invoice Attachment Uploader must attach backup documentation in Workday as themselves before switching to act as the delegate of the GM to approve the invoice.

After the GM or delegate approves the invoice, it will automatically route to the PI. The PI should review the invoice to ensure the costs are reasonable and commensurate with the work performed during the invoice period.

If the PI has a Conflict of Interest Management Plan that prohibits them from approving subaward invoices, the GM should have the PI review the invoice *outside of Workday* to ensure it is commensurate with the work performed. Then, before approving, the GM must click the “Add Approvers” button, choose the “COI Oversight Official” role, and add the relevant oversight official to add to the process. After that, when the GM approves the invoice, it will route to the oversight official instead of the PI.

The subaward supplier invoice task is then sent to the PI for approval with the following notification:

Action Required: The below invoice has routed for your approval because it is tied to a Subaward Supplier Contract. All invoices against a Subaward Supplier Contract require Principal Investigator approval.

In clicking approve below, I authorize payment of this invoice and attest that the charges appear reasonable and progress to date for this project is satisfactory and in keeping with the statement of work.

Both the GM and PI have the authority to reject invoices if work has not been completed satisfactorily.

Troubleshooting Invoice Processing

There are a few reasons why A/P might not be able to process a subaward invoice.

- 1) Lack of funding on a supplier contract line:
 - a) Review KR to ensure modifications have been requested and processed, especially for incrementally funded subawards. Invoices cannot be processed until the modification has been executed by both UMD and the subawardee.
 - b) Request that A/P review the available balance on the subaward. Occasionally, invoices are processed by UM but not sent by the State, or money was returned by the subawardee, and this affects the apparent available balance of the subaward. If that is the case, email ORAERA@umd.edu and they can make corrections on the back end to correct the available balance and allow the invoices to be processed.
- 2) Expiration date:
 - a) Review KR to ensure modifications have been requested and processed, especially for incrementally funded subawards. Invoices cannot be processed until the modification has been executed by both UMD and the subawardee.
 - b) Review the GR end date in Workday with the subaward record in KR. If either do not match the subaward, contact orasubaward@umd.edu to have the expiration date adjusted and have the account marked as open instead of closed.
- 3) Vendor record:
 - a) Some vendors did not convert properly at Go-Live. If this happened, the subawardee may have been re-entered into Workday as a new vendor. This means the original PO (now CON) would have been cancelled and a new one issued.
 - b) See the [Find A Subaward](#) section of this document for instructions on how to find the CON number in KR. Ensure your subawardee also has this new number for future invoices.

Subaward Modifications

All formal subaward actions (adding time and money, deobligating funds) are processed through the ORA subaward team (orasubaward@umd.edu). Forms for establishing and modifying subawards can be found on [ORA's website](#). The subaward team controls entry of time, amounts, etc., into the KR Subawards module which is the system of record for subaward agreements. The Workday GR line for the subaward is dictated by the actions processed in KR;

e.g. when more money is added to the subaward in KR, the overnight feed from KR to Workday will move the funds from the parent GR line to the subaward GR line. Once this feed has processed and the subaward document has been fully executed, the subaward team will finalize the subaward supplier contract.

NOTE: The subaward modification moves “current amount” funding, but does not affect the budget in Workday. The budget amount is updated by the Award Administrator in ORA at the time the award is set up or new money is added to the account. If the budget is incorrect, use the [Post-Award Management Request form](#) in Quali Build to request a correction.

When a subawardee's work is done and final billing is complete, departments should use the [Post-Award Management Request form](#) to deobligate remaining subaward funds to have those released back into the parent GR line.