

## **Grants.gov R&R 424 Subaward Budget Attachment Form Procedures**

### **Procedures if UM is the subawardee:**

1. The prime institution/business will email an Adobe budget form file to the PI at UM. The PI should complete:
  - a. The DUNS number (79-093-4285) at the top of the form and Organization Name (University of Maryland).
  - b. Budget type should be Subaward/Consortium
  - c. The form sections A-K for each year of the project.
  - d. **Section E. Participant/Trainee Support Costs** is intended to include only those Direct Costs related to non-UMCP personnel/employees who are supported to attend meetings, conferences, symposia or training project activities. The PI is generally coordinating participation and the activity is described in the technical proposal and supported by the sponsor.

Do not use this section of the budget to show Graduate Tuition or benefits, travel, stipends, etc. Tuition remission for Graduate students may be added as a separate budget line item under Section F. Other Direct Costs. This makes it easier to determine the "exemptions" used when calculating the indirect costs.

NSF requires these "participant/trainee" costs be exempted from indirect costs and prior approval is needed to "rebudget" these costs to any other category. Other federal agencies do not automatically exempt these costs from Indirect costs in their budgets unless this exemption is dictated by the program announcement/solicitation.

- e. Indirect cost information should be completed in section H.
  - f. The budget justification file and any other required documentation should be combined into one PDF and attached to section K.
2. Complete the routing form. Attach *1 copy* of the budget, budget justification, UM Statement of Work and then route.
3. Concurrently the PI should upload the electronic version of the file to ORAA's upload site.
4. ORAA's CA/CM should review the hard copy and electronic file to ensure that they are correct and complete.
5. The file should be emailed back to the department along with UM's Statement of Work and endorsement so that they can email this information to the prime institution/business.

**Procedures if UM is the Prime:**

1. Open the R&R Subaward Budget Attachment Form in the Grants.gov application package. Click on the button that reads **Click here** to extract the R&R Subaward Budget Attachment.

Please fill out the following form. You can save data typed into this form.

OMB Number: 4040-0001  
Expiration Date: 06/30/2011

### R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

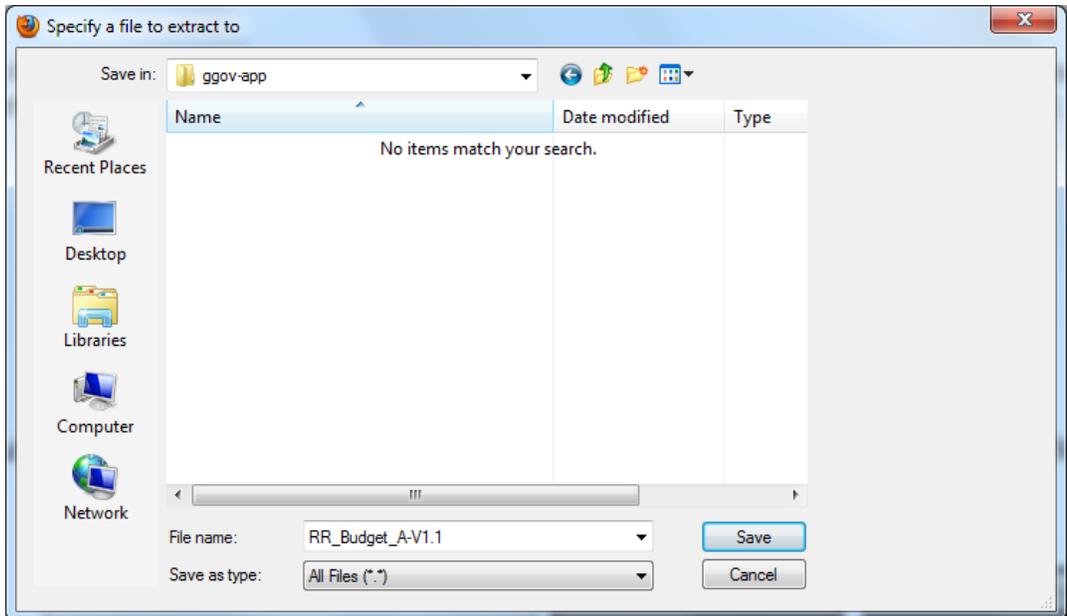
Instructions: On this form, you will attach the R&R Subaward Budget files for your grant application. Complete the subawardee budget(s) in accordance with the R&R budget instructions. Please remember that any files you attach must be a PDF document.

[Click here to extract the R&R Subaward Budget Attachment](#)

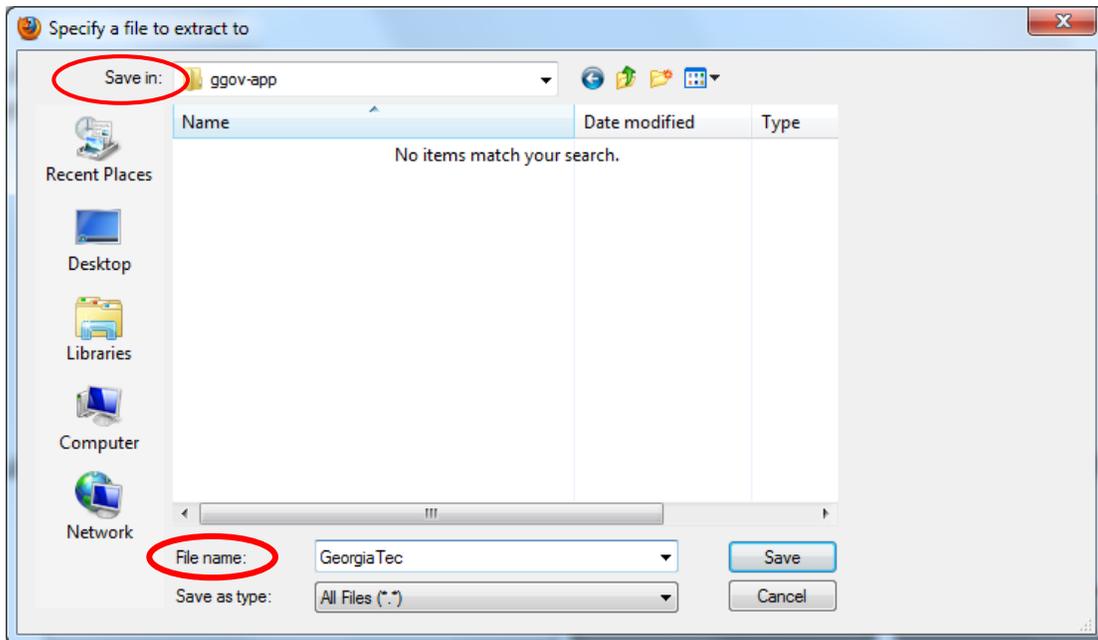
Important: Please attach your subawardee budget file(s) with the file name of the subawardee organization. Each file name must be unique.

1) Please attach Attachment 1	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

This will generate an Adobe file (pdf). A window will appear and the file will be named RR\_Budget\_A-V1.1.



2. Type the first 10 letters of the subawardee institution/agency name where you see **File Name:**  
At the top of the screen check the **Save in:** location to make sure that it is correct for this proposal. Then click on the SAVE button.



3. Email the Adobe pdf file to the institution/agency that will be the subawardee.  
This should include a request for the subawardee to complete the file and return it with their Statement of Work and written endorsement by their authorized representative.
4. If there are multiple subs, follow the above processes for each subawardee. All subs must complete the electronic file and return it to the UM Principal Investigator to be inserted into the Adobe grant application file prior to routing and uploading the electronic file to ORAA.