Participants review, create, and prepare documentation for a subaward on a NIH grant in InfoEd. The following topics are covered:

★ **Subaward Agreement vs. Other Ways to Fund Collaborators**

★ **Required Documentation**

★ **Budgeting**

*General principles apply to all sponsored projects with subawards.*

---

**Prerequisites:**
1. Basic Excel knowledge
2. InfoEd Class
3. GCO 101 class or equivalent basic knowledge of sponsored project administration
4. GCO 201 class or equivalent basic budgeting knowledge

**Optional:**
5. GCO 203 and GCO 204 classes or equivalent knowledge of federal direct and indirect cost budgeting

**Presenter:** Allison Gottlieb, Director, Sponsored Programs Education, Grants and Contracts Office

---

**Class Schedule 2020**

*This session is offered multiple times per year.*

<table>
<thead>
<tr>
<th></th>
<th>Webinar</th>
<th>In Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td>12:00 pm – 2:30 pm</td>
<td>Friday 9:30 am – 12:00 pm</td>
</tr>
<tr>
<td>1/20</td>
<td>2/14</td>
<td></td>
</tr>
</tbody>
</table>