Swift Checklist

Before you submit your request, complete the following:

☐ Prime Award or current NGA was completed by SPSS (Is in Oculus and has an SAP grant #)
  • We cannot move forward with a subaward until the prime award was sent to SPSS and uploaded in Oculus

☐ Subsite is on the risk rating FRC subrecipient dashboard
  • Click the link for the risk rating dashboard, then click on Subrecipient Dashboard.
  • If not on the dashboard, complete the Subrecipient Financial Questionnaire

☐ Send an invitation to the subsite for New Vendor Creation through PaymentWorks to create a vendor number
  • PaymentWorks Userguide is available for assistance

☐ If we’re working with a new Subsite, a Welcome Packet must be sent to the subsite

Required Documentation for New Subawards:

☐ Sub Determination Form: Completed and signed by the JHU PI
☐ Scope of Work
☐ Detailed Budget
☐ Budget Justification
☐ Indirect Cost & Fringe Rate Agreement: If Federal and if fringe and F&A are on the budget
  • Make sure that the indirect cost rate and fringe rate match the rate agreement
  • If the subsite does not have a rate agreement or if they are using a different rate, please provide documentation

☐ Significant Financial Interest Form (If Federal and the subsite is not on the FDP clearinghouse website)
☐ Subrecipient Financial Questionnaire (If the subsite is not on the risk rating FRC subrecipient dashboard or the FDP Clearinghouse website)
☐ Subsite IRB or IACUC Approvals (if applicable)
  • If the subsite doesn’t have a DUNS# or SAM Registration, send them the instructions attached

Required Documentation for Modified Subawards:

☐ Scope of Work: If scope is changing
☐ Detailed Budget: If adding new money or revising the budget
☐ Budget Justification
☐ Indirect Cost & Fringe Rate Agreement: If Federal and if fringe and F&A are on the budget
☐ Updated subsite IRB or IACUC Approvals (if applicable)
☐ Updated Significant Financial Interest Form - to report any changes; if Federal (Required for every award year)
Tips for submitting a New Subaward in Swift

- If there are questions about what information to submit in swift, please contact ORASUBCONTRACTS@jhmi.edu before submitting incorrect information.
- It is important that the correct information is added in swift, since the subawards team uses this information to draft the agreement.

**Basic Information Tab**
- Original IPN
- SAP Grant # or Discretionary account # (only one)
  - Only enter an 800# or fund # in the discretionary account space. If it has an SAP Grant #, do not enter information here.
  - If incorrect information is entered, the finance tab will not be accessible.
- Responsible Cost Center # must be associated with the PI's unit
- JHU PI name
- JHU's Sponsor Name- type in the name and choose from the pull down menu.
  - The Prime Sponsor field is only used if it's a two tiered Prime Award.
  - The Full Sub Legal Name is used to show the correct name of the subsite.
  - Full Sub Vendor # must start with a "1".

**Finance Tab:** information on this tab is used to generate the Sub IO
- IO# to reduce (Master IO#)
- The total amount of the Sub should be added to "Subaward IO Budget Class 642400" field.
  - If the sub award amount is less than $25k, place the total amount in the "JHU F&A Base $ Amount" field.
  - If the sub award amount is $25k or more, place $25k in the "JHU F&A Base $ Amount" field.

**JHU Contacts Tab**
- PI name, unit and contact information (JHU's PI responsible for the sub)
- Invoice contact
- Financial project/other contact
- Additional contacts- only enter email addresses, no names or numbers (Separate each email address by a ",,").

**Subrecipient Contacts Tab**
- Domestic or Foreign
- Sub DUNS#- if the prime award is **federally** funded, the subsite must have an active account in SAMS.gov
- Organization Type
- Risk Rating- High or Low
- Sub PI and place of performance (include sub PI's credentials)
- Research Administration contact
**Subagreement Details Tab**
- If approval for the sub is required from the sponsor, an email or document with approval must be attached.
- Subaward Period of Performance (Obligated Budget) start and end dates - information referring to this specific subaward.
- Estimated Total Project Period start and end dates - information referring to the whole project.
- The start and end dates on the obligated budget must be within the budget period of the Prime Award.
- F&A Rate and Fringe Rates (if Federal) - rates used in swift should match the rates on the budget.
  - Any deviation from the federally negotiated rates can be added to the verify and submit tab.
- Subaward Type
  - Cost Reimbursement - reimbursing the subsite for incurred costs associated with work performed.
  - Fixed Price w/milestones and deliverables - subsite will be paid by per patient costs, milestone payment schedule and specific deliverables.
- Select Carryover allowed if there is automatic carryover.

**Other Study Data Tab**
- If JHU holds the IND, add IND approval from FDA to the attachments.
  - For clinical trials, if a field says "how many" or "how much," that field must be filled with a number.

**Compliance Tab**
- If JHU PI has a relationship or role with the subsite that could be a potential conflict of interest, please email ORASUBCONTRACTS@jhmi.edu.
- IRB protocol information should reflect the subsite protocol information.
  - Only enter the JHU IRB information if JHU will act as the single IRB for a multi-center study, or the site is KKI.
- If Human Subjects will be included in this project and you're waiting for approval, select "pending".
- We will need the subsite IRB approval date before we can send the Fully Executed Agreement to the subsite.

**Deliverables Tab**
- Write out the deliverables. Do not state that the information is provided in the Scope of Work.

**Reports Tab**
- Include reports if there are specific reports and formats required.

**Attachments Tab**
- All required documentation must be attached to the record and labeled accordingly.

**Verify & Submit Tab**
- Any additional information or direction to draft an agreement should be added here.
Tips for submitting a Modified Subaward in Swift

- When creating a modification, select the **modification** option. Before you submit, double check ALL fields.

**Modification Tab**
- Funding- if money/budget has changed
  - If de-obligating total funds, the amount can be entered as a negative
  - The period of performance checkbox must also be completed
- Carry Forward- is funding carried over from a previous budget
  - Include what budget year the funding is coming from and the amount of funds
  - If there is carryforward from additional years, provide information in other change checkbox
- Budget Revision- changing the budget in any way
- Sub Period of Performance- only need the new end date
- No Cost Extension Only- only changing the end date to extend the project
- Change in Scope- only changing the scope of work details including deliverables
- Change in Key Personnel- only changing personnel involved in the project
- Other Change- any other change (ex: changes to contact information, terms in subagreement, etc.)

**JHU Contacts Tab and Subrecipient Contacts Tab**
- Double check to make sure the information is correct and has not changed