

Swift Checklist

[Submit a subaward through Swift](#)

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)
- Subsite must have a DUNS# and SAM Registration if it is a **Federal** award
 - 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

[View the Swift User Guide](#)

- 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