



Setting up Internal Subawards

An Internal Subaward is defined as “Funds issued by a federal agency to a state agency that are then transferred to other state agencies, pursuant to the federal award eligibility terms. Transfers to quasi-public corporations do not qualify as internal subawards.” (A&C Enterprise GMS Conversion Policy A-77)

Interagency subawards will be treated as child/subprojects in GMS

- Agency A, the prime recipient of federal funds, marks funds available for allocation to Agency B
- Agency B, the subrecipient of federal funds from Agency A, then creates the sub-project/child project with Agency A’s allocation
- Either agency can create ad hoc tasks with workflow involving one or both agencies
- Federal funds for internal subaward should flow directly to Agency B (do not hit Agency A’s line seq)
- Agency B subawards: Cannot make subawards from a child/subproject. Agency B could use Org Funding Source (contact GMO) to issue subawards from internal subaward. Agency B's subawards would not be directly linked in GMS to the federal award.
- Transfers to quasi's and state colleges/universities should be treated as regular subawards in GMS and use the State as a Grantor workflow

Based on the description above, determine if you are Agency A or B. Click on the title to navigate to your respective instructions:

[Agency A](#) – Federal prime grant recipient

[Agency B](#) – Subrecipient of federal funds via Agency A

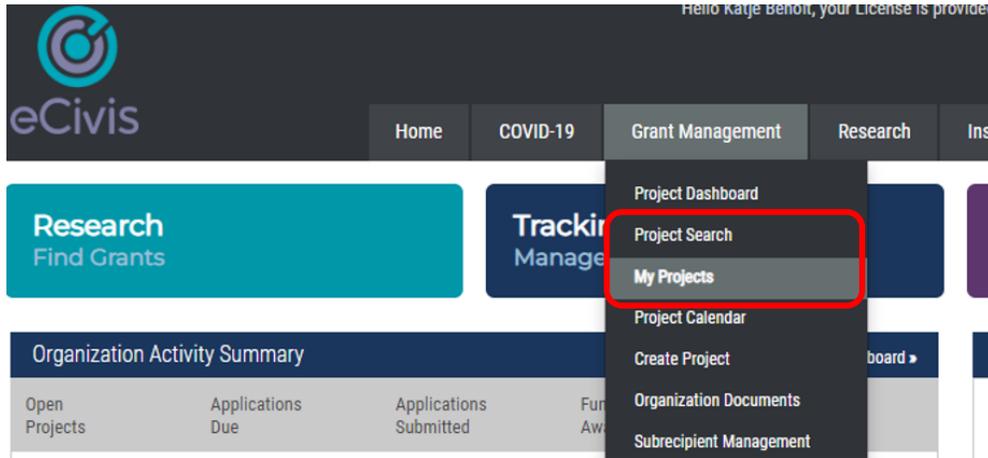
[Optional: Adding Tasks](#) – for both Agency A and Agency B

[Miscellaneous Tips](#)

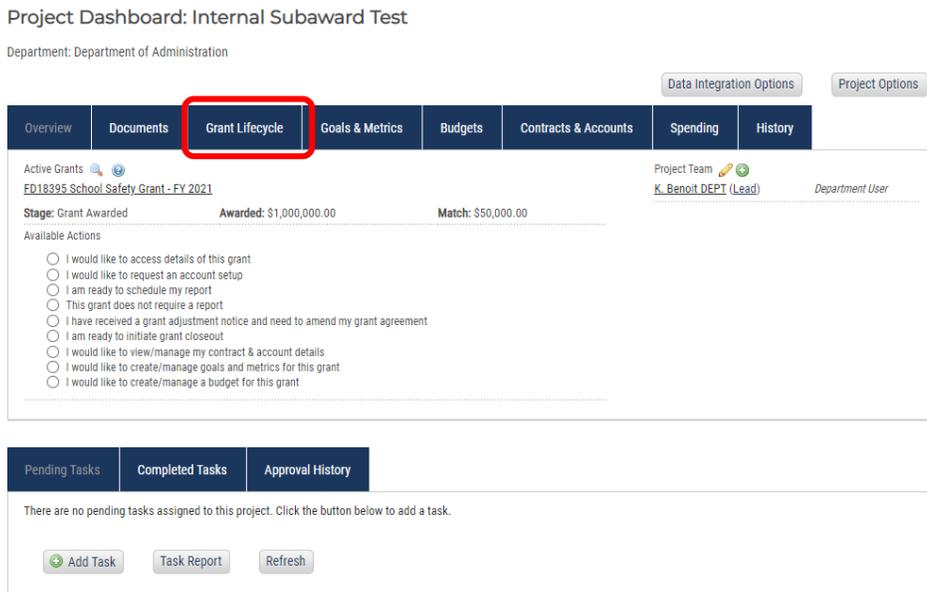


Process for Agency A (Federal prime grant recipient)

Before starting this process, it will be helpful to have ready data for your federal award and the internal subaward to another state agency. To begin, navigate to the parent grant via *My Projects* or *Project Search* under the *Grant Management* tab.



Select the umbrella Project to open up the Project Dashboard. Once in the Project Dashboard, select the *Grant Lifecycle* tab.





Under the Grant Awarded stage, select the *View/Edit* pencil icon

Grant Lifecycle Report
Internal Subaward Test

FD18395 School Safety Grant - FY 2021							
Stage	Completed On	Completed By	Files	View/Edit	Last Updated On	Last Updated By	Notes
Grant Awarded	05/01/2022	K. Benoit DEPT			05/23/2022	K. Benoit	

Scroll down to the *Allocation Option* section. Select “Yes” for “Are awarded funds to be available for Allocation to sub-projects?” The full amount of your award will auto-populate in the *Available for Allocation* field. Edit and enter the internal subaward amount and any notes (Tip: if making multiple allocations, enter the total amount of all allocations).

Allocation Option

Are awarded funds to be available for use as pass-through funding? No Yes

Are awarded funds to be available for Allocation to sub-projects? No Yes

Amount to be available for Allocation*:

Allocation Source Notes:

418 Characters Left

Select the Department/Division receiving the internal subaward

Departments Eligible for Allocation*:

All Departments

- Department of Administration
- Department of Children, Youth
- Department of eCivis Training
- Department of Public Safety
- Environmental Management, [

Eligible Departments

- Department of Administration
- Department of Health

Click *Save*.

Via email, notify the subrecipient agency (Agency B) that they should create the sub-project. Optional: Use the *GMS Sub-Project Setup Tool for Internal Subawards*. Include:

- a. Grant Name
- b. Agency A contacts to include in sub-project Team
- c. Data for populating GMS fields

Once created, Agency B’s sub-project will be visible in *My Projects* list of any team members.



Process for Agency B (subrecipient of federal funds via Agency A)

Have the internal subaward agreement and the email with GMS fields from Agency A handy. Log into https://gn.ecivis.com/GO/gn_home

Navigate to *Research > Allocation Sources*

The screenshot shows the eCivis dashboard with a navigation menu. The 'Research' menu is open, and 'Allocation Sources' is highlighted with a red box. The dashboard also displays an 'Organization Activity Summary' table with the following data:

Open Projects	Applications Due	Applications Submitted	Funding Awarded	Post Award Reports
54	0	6	38	4

On the *Allocation Sources* page, enter the Grant Name in *Search* box

Allocation Sources

The screenshot shows the 'Allocation Sources' page with a search box highlighted in a red box. The page displays a table with the following data:

Grant	Project	Eligible Departments	Funds for Allocation	Unallocated Funds	Projects Funded	Actions
FD1004-AS Hearst Foundations: Health - FY 2021	Health Project	6	\$1,000,000.00	\$450,000.00	3	 

Scroll to the applicable Grant and select the *Assign Allocation* icon under *Actions*.

Allocation Sources

The screenshot shows the 'Allocation Sources' page with the search box containing 'sub'. The table displays one record with the 'Assign Allocation' icon highlighted in a red box:

Grant	Project	Eligible Departments	Funds for Allocation	Unallocated Funds	Projects Funded	Actions
FD18395-AS School Safety Grant - FY 2021	Internal Subaward Test	2	\$50,000.00	\$50,000.00	0	 

You can assign the allocation to a new or existing project in your Department



If applicable, refer to documents provided by Agency A for the remaining fields in this section. For the *Grant Tags* field, select *Internal Subaward*.

The screenshot shows a web form titled "Assign Allocation to Existing Project". It includes fields for "UEI:", "DUNS Number:", and "Grant Tags:". The "Grant Tags:" field is highlighted with a red box. Below it, there are two panels: "All Organization Tags" and "Selected Organization Tags". The "Selected Organization Tags" panel has a dropdown menu with "Internal Subaward" selected, also highlighted with a red box. There is also a "Notes:" field at the bottom.

Once your Internal Subaward is created as a sub-project in GMS, you can add additional team members, and complete the budget (keep/add line items for any naturals you expect to use, even if the budget is \$0 for the natural).

Navigate to *Grant Management > My Projects*. Select the applicable project.

Add team members by clicking the green plus symbol on the right side of the Project Dashboard

Project Dashboard: Agency B sub-project

Department: Department of Administration

Data Integration Options

Project Options

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
Active Grants						Project Team	
FD18395-AS School Safety Grant - FY 2021						K. Benoit (Lead)	Grant Manageme...
Stage: Funding Allocated		Awarded: \$20,000.00		Match: \$10,000.00		K. Benoit DEPT	Department User
Available Actions							
<input type="radio"/> I would like to access details of this grant							
<input type="radio"/> I am ready to schedule my report							
<input type="radio"/> This grant does not require a report							
<input type="radio"/> I am ready to initiate grant closeout							
<input type="radio"/> I would like to view/manage my contract & account details							
<input type="radio"/> I would like to create/manage goals and metrics for this grant							
<input type="radio"/> I would like to create/manage a budget for this grant							



Use the pencil icon to change “view” access to “edit” access, as appropriate. Note: edit access is required for Agency A users to view the budget and complete tasks

Team Member Settings

Agency B sub-project

[Add Team Member](#)

Team Member Settings		Set Permissions		Set Grant Status Email Alerts					
Remove	Team Member	View	Edit	Applying	Submitted	Awarded	Amendment	Setup Account	Report Submitted
	K. Benoit (Lead)	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	K. Benoit DEPT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Cancel](#)

Build the budget by clicking the *Budgets* tab in your Project Dashboard

Project Dashboard: Agency B sub-project

Department: Department of Administration

[Data Integration Options](#) [Project Options](#)

Overview Documents Grant Lifecycle Goals & Metrics **Budgets** Contracts & Accounts Spending History

Active Grants [FD18395-AS School Safety Grant - FY 2021](#)

Stage: Funding Allocated Awarded: \$20,000.00 Match: \$10,000.00

Project Team [K. Benoit \(Lead\)](#) [Grant Manage...](#)
[K. Benoit DEPT](#) [Department User](#)

Available Actions

- I would like to access details of this grant
- I am ready to schedule my report
- This grant does not require a report
- I am ready to initiate grant closeout
- I would like to view/manage my contract & account details
- I would like to create/manage goals and metrics for this grant
- I would like to create/manage a budget for this grant

Select *RI Non Construction* (or *RI Construction*) budget template from the drop-down and hit “Save & Close”

Project Dashboard: Agency B sub-project

Department: Department of Administration

[Data Integration Options](#) [Project Options](#)

Overview Documents Grant Lifecycle Goals & Metrics **Budgets** Contracts & Accounts Spending History

Active Grants [FD18395-AS School Safety Grant - FY 2021](#)

Project Team [K. Benoit \(Lead\)](#) [Grant Manage...](#)
[K. Benoit DEPT](#) [Department User](#)

Budget Creation Wizard

Instructions: Select from the options below to generate a budget.

Budget Template: *

[Save & Close](#) [Cancel](#)

Uniform Guidance Help
As you develop your application use our digital reference tools to search the Uniform Guidance



Enter amounts in the *Units* and *Unit Cost* columns of the row with the corresponding natural
 Click the *Save* button under *Budget Settings* (to the left of the red padlock icon)
 When your budget is final, click the red padlock icon to lock the budget and allow transactions to be mapped over from RIFANS.

Awarded Budget for
 FD18395-AS School Safety Grant - FY 2021

Revision Report

Uniform Guidance Help
 As you develop your application use our digital reference tools to [search the Uniform Guidance](#)

Budget Settings

Indirect Costs: Not Applicable 0.00 %

Match / Cost Share: Not Appli 0.00 % \$ 0.00

Budget Stage: Awarded

Actions: 📄 🔒 🗑️

Budget Summary

\$7,500.00 Total Direct Costs

\$0.00 Total Indirect Costs

\$7,500.00 Total Amount (Direct + Indirect)

\$0.00 Match / Cost Share

\$0.00 Program Income

Budget Items

1. PERSONNEL Close

				Ext Cost	Direct Cost	Ind Cost	Cost Share
PERSONNEL Totals:				\$7,500.00	\$7,500.00	\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
PERSONNEL	PERSONNEL	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Regular Wages	Regular Wages	0.00	\$0.00	\$0.00	\$0.00	02-611000	Direct Cost
Regular Wages Match	Regular Wages Match	0.00	\$0.00	\$0.00	\$0.00	611000	Cost Share
Overtime (1.5)	Overtime (1.5)	1.00	\$5,000.00	\$5,000.00	\$5,000.00	02-614100	Direct Cost
Holiday Pay	Holiday Pay	0.50	\$5,000.00	\$2,500.00	\$2,500.00	02-614400	Direct Cost

Add Row

Making subawards with Internal Subaward Funds: Agency B should contact GMO at doa.grants@doa.ri.gov to have an *Org Funding Source* created, since GMS does not support issuing subawards from a child/subproject. Include the following:

- Federal Grant Name
- FAIN
- Name of Funding Source (as you want it to appear in GMS)
- Amount of funds designed for subawards (total pass-through amount)
- 7-digit line sequence



Optional: Adding Tasks – for both Agencies A and B

The Task feature can be used to:

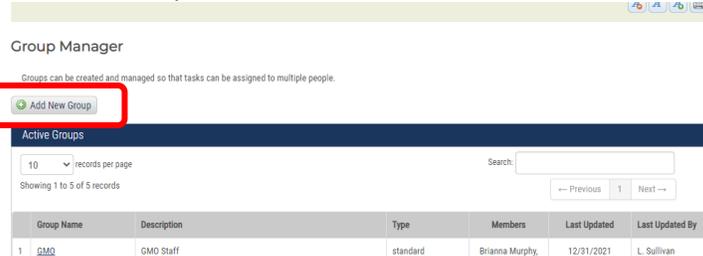
- Request reimbursement from Agency A (Task feature does NOT connect to RIFANS.)
- Report monthly/quarterly spending to Agency A (Project Team member can also pull spending reports from the budget tab.)
- Report reimbursements received
- Attach closeout documents
- Attach files/reports

1. Add New Group (Note: User Groups can only be set up by DMAH users) for Internal Subaward task workflow

a. Navigate to *Administration > Group Manager*



b. Click *Add New Group*



c. Select options that best align with internal subaward needs (Tip: Make the Group Name self-explanatory)

Add New Group

Group Name *: FY2022 Subaward Test Programmatic Group

Description:

Type *: Standard Sequential

Select from Department, Users, and Groups

Select one or more departments on the left to narrow the list of users on the right, or select from the list of user groups.

Departments: Department of Administration

Users: Anna Haney (ahaney@ecivis.com), Cynthia Salazar (csalazar@ecivis.com), Daniel Harlan (Daniel.Harlan.CTR@omb.ri.gov), David Shea (dshea@ecivis.com), David Vince (david.vince.ctr@omb.ri.gov), Dean Johnson (deajohnson@wittobriens.com), Dean Spies (WDean.Spies.CTR@doa.ri.gov), Donald O'Donnell (Donald.O'Donnell@doit.ri.gov)

Group Members: Steve Thompson (Steve.Thompson@omb.ri.gov), Brianna Murphy (Brianna.L.Murphy@omb.ri.gov)

Save > Cancel >



For Type:

Standard – All group members will see the task at the same time, and any user can respond to the task

Sequential – The first person listed in the group will see the task first, once they review, it will be sent to the second person listed. (In this screenshot example, the task will go to Steve to review and once complete, will then go on to Brianna).

Advanced Tip: You can create a standard group, and nest it within a sequential workflow.

2. Add Task

- a. From your Project Dashboard, select *I am ready to schedule my report*. If reports have been submitted in the past, this option will read *“I want to update my scheduled reports”*

Project Dashboard: Agency B sub-project

Department: Department of Administration

The screenshot shows a project dashboard for 'Agency B sub-project' under the 'Department of Administration'. It features a navigation bar with tabs: Overview, Documents, Grant Lifecycle, Goals & Metrics, Budgets, Contracts & Accounts, Spending, and History. The main content area displays 'Active Grants' for 'FD18395-AS School Safety Grant - FY 2021'. Key statistics include 'Stage: Funding Allocated', 'Awarded: \$20,000.00', and 'Match: \$10,000.00'. A 'Project Team' section lists 'K. Renoit (Lead)' and 'K. Renoit DEPT'. Under 'Available Actions', the option 'I am ready to schedule my report' is circled in red.

- b. Click *Schedule New Report*

Schedule Report

Agency B sub-project

FD18395-AS School Safety Grant - FY 2021	
Report Name	Assigned To
No reports assigned at this time.	

- c. Select options that best align with internal subaward needs, and work through the prompts to set up your task

- i. Select *Advanced* if:
 1. Task is required (blocks the grant from moving to closeout if the task has not been completed)
 2. Task repeats



3. Complete Tasks

At the bottom of your Project Dashboard, you can see all pending tasks, when they are due, and who they are assigned to.

- a. Click the box under *Done* (available if assigned to you)

Pending Tasks	Completed Tasks	Approval History					
Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
May Budget Report	FD18395-AS: FY2021	Implementation	K. Benoit DEPT	05/31/2022			<input type="checkbox"/>

[Add Task](#) [Refresh](#)

- b. Follow steps to complete the task

c. Completed tasks can always be viewed for reference. At the bottom of your Project Dashboard, select *Completed Tasks* tab. A page with all submitted tasks will open, including the attached files, notes, and additional information.

Completed Tasks

Agency B sub-project

FD18395-AS School Safety Grant - FY 2021 Minimize										
Stage	Task Name	Due	Completed On	Completed By	Download Files	Manage Files	Edit Task	Scoring Rubric	Notes	
Report Submitted	May Budget Report	05/31/2022	05/31/2022	K. Benoit Dept						

[Done >](#)



Miscellaneous Tips

- GMS RIGID will populate overnight. If you login the next day, you will see it in the *Internal Grant ID* field. RIFANS RIGID will populate the day after that.
- In RIFANS, search for the line sequence (not agency code) when selecting a RIFANS RIGID for SFRF projects.
- In your GMS budget, keep/add line items for any naturals you expect to use, even if the budget is \$0 for the natural. When adding naturals, in the GL Code field, be sure to enter Account Source-Natural (e.g. 02-654130).
- If you don't have a line sequence assigned yet, you can still award yourself the grant, and at a later date, go back and enter the line sequence in the *Internal Grant Name* field in the Contracts & Accounts tab in the Project Dashboard. Make sure the line sequence is entered before transactions start.