Instructions: Optional tool. Agency A (federal prime grant recipient) populates form and sends it to Agency B (subrecipient), after making funds available for allocation to sub-projects in GMS. Agency B then uses it to create sub-project in GMS and update project team.

Grant:

Department:
Enter Agency B's name

Project Name:
(Optional/to be determined by Agency B, unless Agency A stipulates a Project Name)

Internal Grant ID:
Leave blank (will auto-populate with RIGID overnight)

Internal Grant Name:
Enter Agency B's 7-digit line sequence

Allocation Date:

Allocation Amount:

Match Required: YES   NO

Match Type: **Cash**   **In-Kind**   **Cash/In-Kind**   **N/A**
Select one

Cash Match $:

In-Kind Value:

Contract Start Date:
Enter Internal Subaward Agreement Start Date

Contract Close Date:
Enter Internal Subaward Agreement End Date

Award Type: **Advance Payment**   **Reimbursement**
Select one

UEI:
Enter Agency B UEI

Grant Tags: Select "Internal Subaward" and any others that apply

Notes:

Upload Files: Upload the fully executed Internal Subaward Agreement and any other documents required by Agency A

Please add the following GMS Users to the sub-project Team:
Enter names of Agency A contacts needing access. Identify view or edit access for each. Note: Team members named below must have an eCivis account. Edit access is required for Agency A users to view the budget and complete tasks.

Name: **Access:**

View only	Edit
View only	Edit
View only	Edit
View only	Edit