

GMS Sub-Project Setup Tool for Interagency Agreements with Federal Funds (IAA-FF)



Instructions: Prime Recipient Agency (federal prime grant recipient) populates form and sends it to Administering Agency (like a subrecipient), after making funds available for allocation to sub-projects in GMS. Administering Agency then uses it to create sub-project in GMS and update project team.

Grant:

Department:

Enter Administering Agency's name

Project Name:

(Optional/to be determined by Administering Agency, unless Prime Recipient Agency stipulates a Project Name)

Internal Grant ID:

Leave blank (will auto-populate with RIGID overnight)

Internal Grant Name:

Enter Administering Agency's 7-digit line sequence. Leave blank if not known.

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 Agreement Start Date

Contract Close Date:

Enter Agreement End Date

Award Type: **Advance Payment**

Reimbursement

Select one

UEI:

Enter Administering Agency UEI

Grant Tags: Select "Interagency Agreement with Federal Funds" and any others that apply

Notes:

Upload Files: Upload the fully executed IAA-FF Agreement and any other documents required by Prime Recipient Agency

Please add the following GMS Users to the sub-project Team:

Enter names of Prime Recipient Agency 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 Prime Recipient Agency users to view the budget and complete tasks.

Name:

Access:

View only Edit

View only Edit

View only Edit

View only Edit

Approvers (User/User Group names) to be selected for IAA-FF Tasks: