Access Subaward Documents

1. Access the Award list:
   a. Select “My Awards” if you are on the Investigators/Research Team tab in any role.
   OR
   b. Select “Awards in My Unit” if you have Award Data Access for the administering unit.

2. Select the Award associated with the Subaward.
3. Select the Project Number.

4. Go to the Subcontracts tab.

5. The status displays on the main screen.

6. Select the Subcontract Number to view the assigned SPO analyst and other details.
7. Details of the selected Subaward will display.

8. Select the Notes tab to view the assigned analyst and other details.
9. Select the Note hyperlink if the full text does not display.

10. Select the Attachments tab to view uploaded documents.