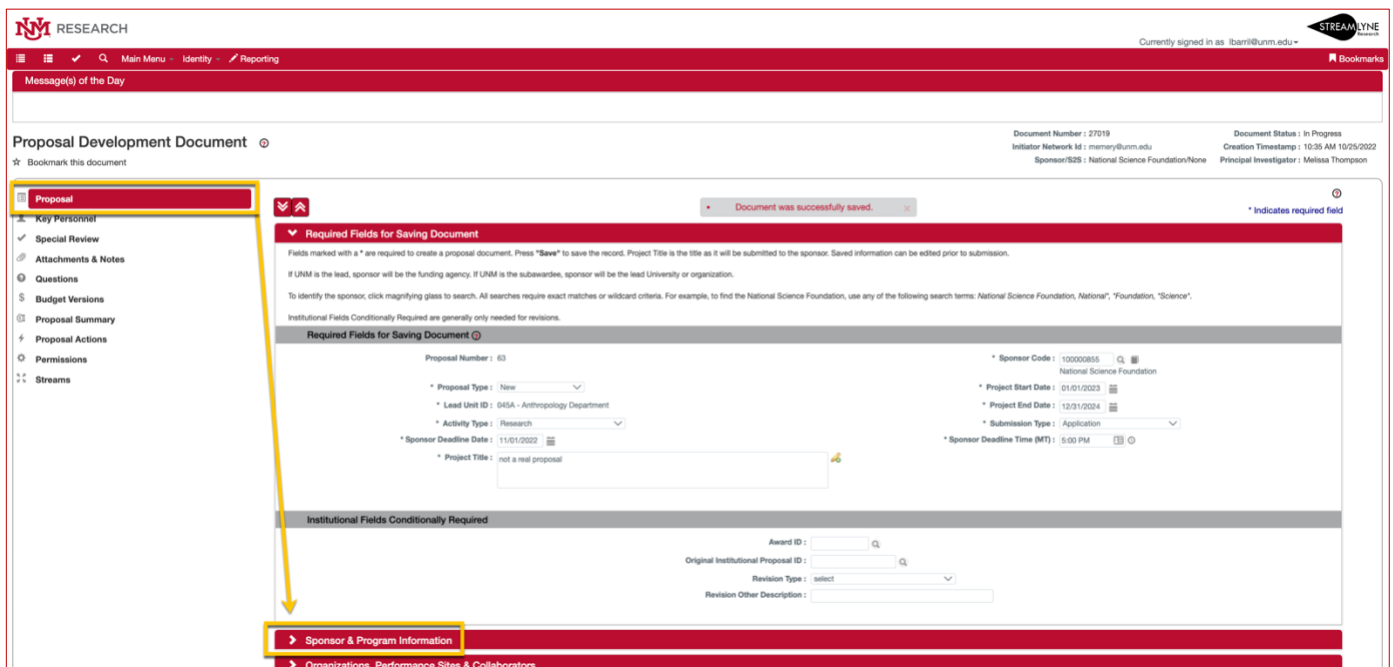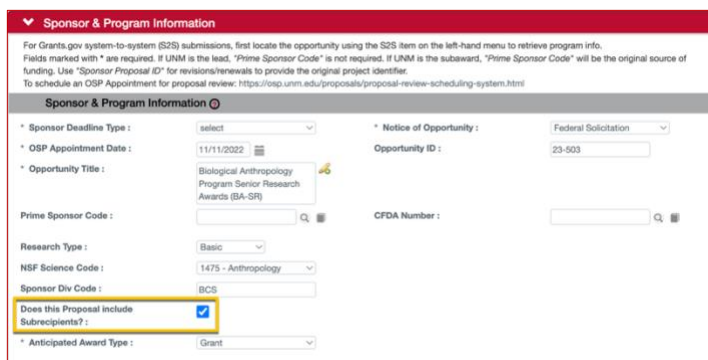# Quick Tips

How to Add a Subaward to a Project in Streamlyne

Adding Subaward Recipients

1. Open the existing proposal document
   (See *Finding a previously-created proposal* in [Getting Started in Streamlyne](https://streamlyne.unm.edu/resources/getting-started-in-streamlyne.pdf) guide:
   [https://streamlyne.unm.edu/resources/getting-started-in-streamlyne.pdf)](https://streamlyne.unm.edu/resources/getting-started-in-streamlyne.pdf)

2. Within your proposal, use the quick menu on left side of screen to navigate to the **Proposal** section, then click **Sponsor & Program Information** to expand the panel.

3. Tick the box labeled ***Does this Proposal include Subrecipients?*** in the **Sponsor & Program Information** panel.

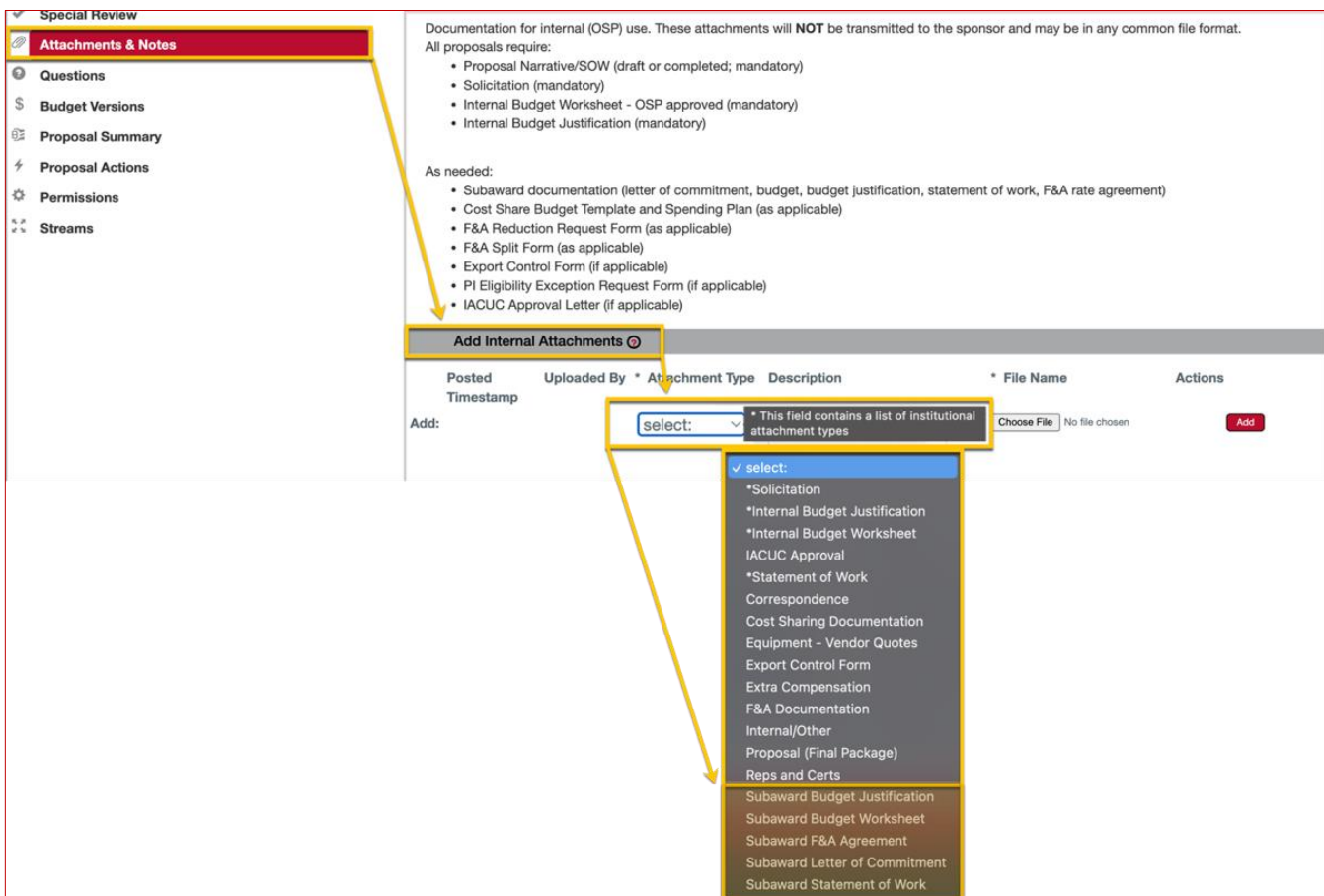5. Open the next panel labeled **Organizations, Performance Sites & Collaborators**

6. In the **Collaborators & Subrecipients** section on the line labeled **Add:** Click the magnifying glass to search for an Organization

- If the correct Organization is identified, click **Add** to confirm.
- If the correct Organization is not found, contact **OSP** (osp@unm.edu) to add it.

Additional Requirements & Procedures

1. Ensure that the direct and indirect costs of the subaward are calculated correctly on the UNM Internal Budget Worksheet

   • Note that the first $25k of each subaward is included in UNM's Modified Total Direct Costs.

2. Upload all Subaward documentation in the **Internal Attachments** panel in the **Attachments & Notes** section. Required documentation includes:

   • Subaward Statement of Work
   • Subaward Letter of Commitment
   • Subaward Budget Worksheet
   • Subaward Budget Justification
   • Subaward F&A Agreement