Swift Checklist



Before you submit your request, complete the following:

□ Prime Award or current NGA was completed by SPSS and is in Oculus

- We cannot move forward with a subaward until the prime award was sent to SPSS and uploaded in Oculus
- □ Subsite is on the <u>risk rating FRC subrecipient dashboard</u>
 - Click the link for the risk rating dashboard, then click on Subrecipient Dashboard.
 - □ If not on the dashboard, complete the <u>Subrecipient Financial Questionnaire</u>
- Send an invitation to the subsite for New Vendor Creation through <u>PaymentWorks</u> to create a vendor number
 - <u>PaymentWorks User guide</u> is available for assistance
- □ If we're working with a new Subsite and it is a **Federal** award, a <u>Welcome Packet</u> must be sent to the subsite

Required Documentation for New Subawards:

- Sub Determination Form: Completed and signed by the JHU PI
- □ Scope of Work
- Detailed Budget
- □ Budget Justification
- Indirect Cost & Fringe Rate Agreement: If **Federal** and if fringe and F&A are on the budget
 - Make sure that the indirect cost rate and fringe rate match the rate agreement
 - If the subsite does not have a rate agreement or if they are using a different rate, please provide documentation
- Significant Financial Interest Form (If Federal and the subsite is not on the FDP clearinghouse website)
- Subrecipient Financial Questionnaire (If the subsite is not on the <u>risk rating FRC subrecipient</u> <u>dashboard</u> or the <u>FDP Clearinghouse website</u>)
- Subsite IRB or IACUC Approvals (if applicable)

□ Subsite must have a Unique Entity Identifier (UEI) if receiving Federal funding

• If the subsite doesn't have a UEI, see <u>instructions</u>.

Required Documentation for Modified Subawards:

- □ Scope of Work: If scope is changing
- Detailed Budget: If adding new money or revising the budget
- □ Budget Justification
- □ Indirect Cost & Fringe Rate Agreement: If **Federal** and if fringe and F&A are on the budget
- Updated subsite IRB or IACUC Approvals (if applicable)
- Updated Significant Financial Interest Form- to report any changes; if Federal (Required for every award year)

<u>View the Swift</u> <u>User Guide</u>

- If there are questions about what information to submit in swift, please contact <u>ORASUBCONTRACTS@jhmi.edu</u> before submitting incorrect information
- It is important that the correct information is added in swift, since the subawards team uses this information to draft the agreement

Basic Information Tab

□ Original IPN

- □ SAP Grant # or Discretionary account # (only one)
 - Only enter an 800# or fund # in the discretionary account space. If it has an SAP Grant #, do not enter information here
 - If incorrect information is entered, the finance tab will not be accessible
- Responsible Cost Center #- must be associated with the PI's unit
- □ JHU PI name
- JHU's Sponsor Name- type in the name and choose from the pull down menu
 - The Prime Sponsor field is only used if it's a two tiered Prime Award
- The Full Sub Legal Name is used to show the correct name of the subsite
- Full Sub Vendor # must start with a "1"

Finance Tab: information on this tab is used to generate the purchase order number

□ IO# to reduce (Master IO#)

The indirect cost rate and fringe rate indicated must match the budget and rate agreement

• If the rates do not match, provide an explanation for why the rates don't match and how it was calculated in the budget

JHU Contacts Tab

□ PI name, unit and contact information

□ Invoice contact

□ Financial project/other contact

Additional contacts- only enter email addresses, no names or numbers

Subrecipient Contacts Tab

Domestic or Foreign

- □ Sub UEI if the prime award is **federally** funded, the subsite must have UEI in SAMS.gov
- □ Organization Type
- □ Risk Rating- High or Low
- □ Sub PI and place of performance (include sub PI's credentials)
- □ Research Administration contact

Subagreement Details Tab

- □ If approval for the sub is required from the sponsor, an email or document with approval must be attached
- □ Subaward Period of Performance (Obligated Budget) start and end dates- information referring to this specific subaward
- Estimated Total Project Period start and end dates- information referring to the whole project
- \square The start and end dates on the obligated budget must be within the total project period
- □ F&A Rate and Fringe Rates (if Federal) rates used in swift should match the rates on the budget
 - Any deviation from the federally negotiated rates can be added to the verify and submit tab

□ Subaward Type

- <u>Cost Reimbursement</u>- reimbursing the subsite for incurred costs associated with work performed
- <u>Fixed Price w/milestones and deliverables</u>- subsite will be paid by per patient costs, milestone payment schedule and specific deliverables

Select Carryover allowed if there is automatic carryover **AND** the JHU PI would like carryover to be automatic

Other Study Data Tab

□ If JHU holds the IND, add IND approval from FDA to the attachments

• For clinical trials, if a field says "how many" or "how much," that field must be filled with a number

Compliance Tab

□ If JHU PI has a relationship or role with the subsite that could be a potential conflict of interest, please email ORASUBCONTRACTS@jhmi.edu

 \Box IRB protocol information should reflect the subsite protocol information.

• Only enter the JHU IRB information if JHU will act as the single IRB for a multi-center study, OR if the subsite is KKI

□ If Human Subjects will be included in this project and you're waiting for approval, select "pending"

□ We will need the subsite IRB approval date before we can send the Fully Executed Agreement to the subsite

Deliverables Tab

 Write out the deliverables. Do not state that the information is provided in the Scope of Work

Reports Tab

• Include reports if there are specific reports and formats required

Attachments Tab

• All required documentation must be attached to the record and labeled accordingly

Verify & Submit Tab

• Any additional information or direction to draft an agreement should be added here

Tips for submitting a Modified Subaward in Swift

When creating a modification, select the <u>modification</u> option. Before you submit, double check ALL fields

Modification Tab

□ Funding- if money/budget has changed

- If de-obligating total funds, the amount can be entered as a negative
- The period of performance checkbox must also be completed
- □ Carry Forward- is funding carried over from a previous budget
 - Include what budget year the funding is coming from and the amount of funds
 - □ If there is carryforward from additional years, provide information in other change checkbox
- Budget Revision- changing the budget in any way
- \Box Sub Period of Performance- only need the new end date
- □ No Cost Extension Only- only changing the end date to extend the project
- □ Change in Scope- only changing the scope of work details including deliverables
- □ Change in Key Personnel- only changing personnel involved in the project
- Other Change- any other change (ex: changes to contact information, terms in subagreement, etc.)

JHU Contacts Tab and Subrecipient Contacts Tab

Double check to make sure the information is correct and has not changed