

ALES RESEARCH TIP SHEET #11

Subgrants

November 2023

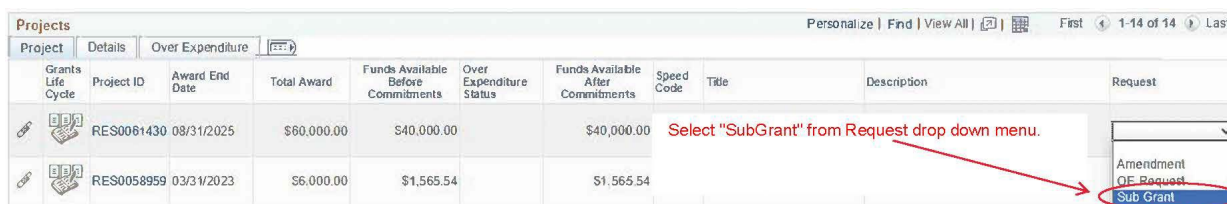




NOTE: We recommend you start this process early as it can take several months to get subgrant agreements in place.

1. Sending Subgrants to Other Institutions:

This type of subgrant is needed when the UofA Researcher is the lead applicant and wishes to send funds to co-applicants at other institutions.

- Before applying for funding, check the sponsor guidelines or terms and conditions to see if subgrants are permitted and who can receive subgrants (e.g. subgrants may be restricted to Canadian universities or to institutions of co-applicants listed on the original application).
- If possible, subgrant amounts and recipients should be included in the original application budget.
- Once the grant has been awarded and set up as a project on the Researcher Home Page (RHP), and you have obtained a speedcode, you can submit a subgrant request through a drop-down menu on the RHP.



| Project | Details | Over Expenditure | Request | | | | | | | |
|---|------------|------------------|-------------|------------------------------------|-------------------------|-----------------------------------|------------|-------|-------------|--|
| Grants Life Cycle | Project ID | Award End Date | Total Award | Funds Available Before Commitments | Over Expenditure Status | Funds Available After Commitments | Speed Code | Title | Description | Request |
|  | RES0061430 | 08/31/2025 | \$60,000.00 | \$40,000.00 | | \$40,000.00 | | | | Select "SubGrant" from Request drop down menu. |
|  | RES0058959 | 03/31/2023 | \$6,000.00 | \$1,565.54 | | \$1,565.54 | | | | Amendment OF Request Sub Grant |

- Once submitted, RAS (aka RSO) will prepare a subgrant agreement between the UofA and the recipient institution.
- Subgrants from projects held at the UofA cannot be sent to other UofA co-applicants. Instead, PIs can request a new speedcode for other UofA co-PIs to use, which allows for easier tracking of expenses.

2. Receiving Subgrants from Other Institutions:

This type of subgrant is needed when a Researcher at another institution is the lead applicant and wishes to send funds to one or more UofA Researcher who are co-applicant(s).

- Institutional approvals done through the RHP are required for UofA researcher participation as a co-applicant, prior to the application being submitted to the sponsor by the lead institution. If there are multiple UofA co-applicants, one person should be designated as the UofA lead PI and submit a proposal request with the lead institution's application via their RHP, with all other UofA co-applicants listed as co-applicants in the proposal request (see note below).
- Once funds are awarded, the lead institution will prepare a subgrant agreement which can be sent to rsinfo@ualberta.ca. The email **must reference** the internal Proposal number (RES#) from the UofA co-applicant's RHP.
- **Note:** After the grant is awarded, the lead institution may send separate subgrants to individual UofA co-applicants if more than one is listed in the original application. New Proposals (RES#'s) can be created for additional subgrants referencing the original application RES#.

ALES Research Team:

For more information and resources check the ALES Research webpage (intranet):

<https://intranet.ales.ualberta.ca/research/>