**Procedure to Request Set Up of a New Subaward**

This procedure will be used when Investigators need to issue a new subaward on an existing award.

1. Include an Excel budget for the subawardee’s first year of funding with the Subaward Request Form.
2. Include the subawardee’s Statement of Work for the first year of funding with the Subaward Request Form.
3. Send the budget and Statement of Work to Shannon Kindilien, eceproposals@unm.edu.
4. After the subawardee paperwork has been checked for completion and accuracy it will be forwarded to the appropriate Fiscal Monitor in the Contract and Grant Accounting office for approval.
5. Once the Fiscal Monitor has approved the Subaward Request Package it will be sent to the appropriate Contract and Grant Administrator in the Office of Sponsored Projects for set up. PI will be notified by e-mail.