

Version 4.1.1

Subcontracts Guide

Rutgers The State University of New Jersey

ORSP
Office of Research & Sponsored Programs



Rutgers University Building ASB III 732.932.0150 <http://orsp.rutgers.edu/>

Table of Contents

1.1 Subcontracts Overview	3
1.2 Navigation and Toolbars	4
Subcontracts Toolbars	4
Subcontracts Module Searchable Columns	5
1.3 Creating a New Subcontract	6
Opening the Subcontracts Module	6
Creating a New Subcontract	7
Entering Subcontract Details in Each of the 7 Tabs	9
Subcontract Tab	10
Selecting a Subcontractor	13
Selecting a Requisitioner	14
Funding Source Tab	15
Medusa	17
Amount Info Tab	18
Amount Released Tab	19
Contacts Tab	19
Closeout Tab	21
Others Tab	21
1.4 Modifying Subcontracts	22
Examples of Subcontract Modifications	22
Modifying a Subcontract	23
1.5 Viewing a Subcontract	24
Viewing a Subcontract	24
Paging Through a Subcontracts View List	24
1.6 Printing Subcontract Forms	25
Sample Rutgers Subcontract Forms Print	27
2.0 Document Control	28

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■ 1.1 Subcontracts Overview

The Subcontract Module is the primary data repository for all subcontract related information in the Coeus database. Coeus Subcontracts are linked back to their funding source in the Awards Module via Coeus Award Number.

Some of the subcontract data available in Coeus includes the source of funds for the agreement along with detailed information on sub recipient. Some of the data stored in this module includes: the subcontract amount, the subaward start and end date, the requisitioner (Rutgers P.I.) the investigator at the receiving organization, other administrative contacts, and all required close out information.

Historical information is captured as the subcontract is modified to allow tracking of change orders to the sub recipient agreement. Additionally, funds released from incoming invoices can also be maintained

Every sub recipient must be entered and maintained in the Coeus Organization table prior to the creation of the subcontract. The information maintained in the Coeus organization table is the direct source of data selection for the Coeus Subcontractor field.

Additionally all contact information must be entered into the Coeus Rolodex prior to creation of the subcontract. At least one contact must be specified for every new subcontract entered. Coeus will not allow a subcontract to be saved without entry of at least one set of contact information.









■ 1.2 Navigation / Toolbars and Searchable Columns

Coeus Main Toolbar



Subcontracts Toolbar




Icon	Action	Icon	Action
	Create a New Subcontract		Sort theSubcontract entries in the displayed list
	Edit a Subcontract		Search for a Subcontract entry
	Display Existing Subcontract in view-only mode		Save changes or Save data
	Make a New Entry for a Subcontract		Close the Subcontract window

▪ **Coeus Subcontracts Module Search Columns**

Subcontract Code
Subcontractor Id
Subcontractor Name
Start Date
End Date
Subaward Type
Purchase Order Number
Title
Status
Account Number
Vendor Number
Requisitioner
Requisitioner Unit Number
Requisitioner Unit Name
Archive Location
Obligated Amount
Anticipated Amount
Amount Released
Available Amount

1.3 Creating a New Subcontract

Opening the Subcontract Module

To open the Subcontracts module select **Maintain > Subcontracts** from the menu bar to display the Subcontracts List window or click on the  button. The Subcontracts Search window is displayed layered upon the Subcontract List screen.

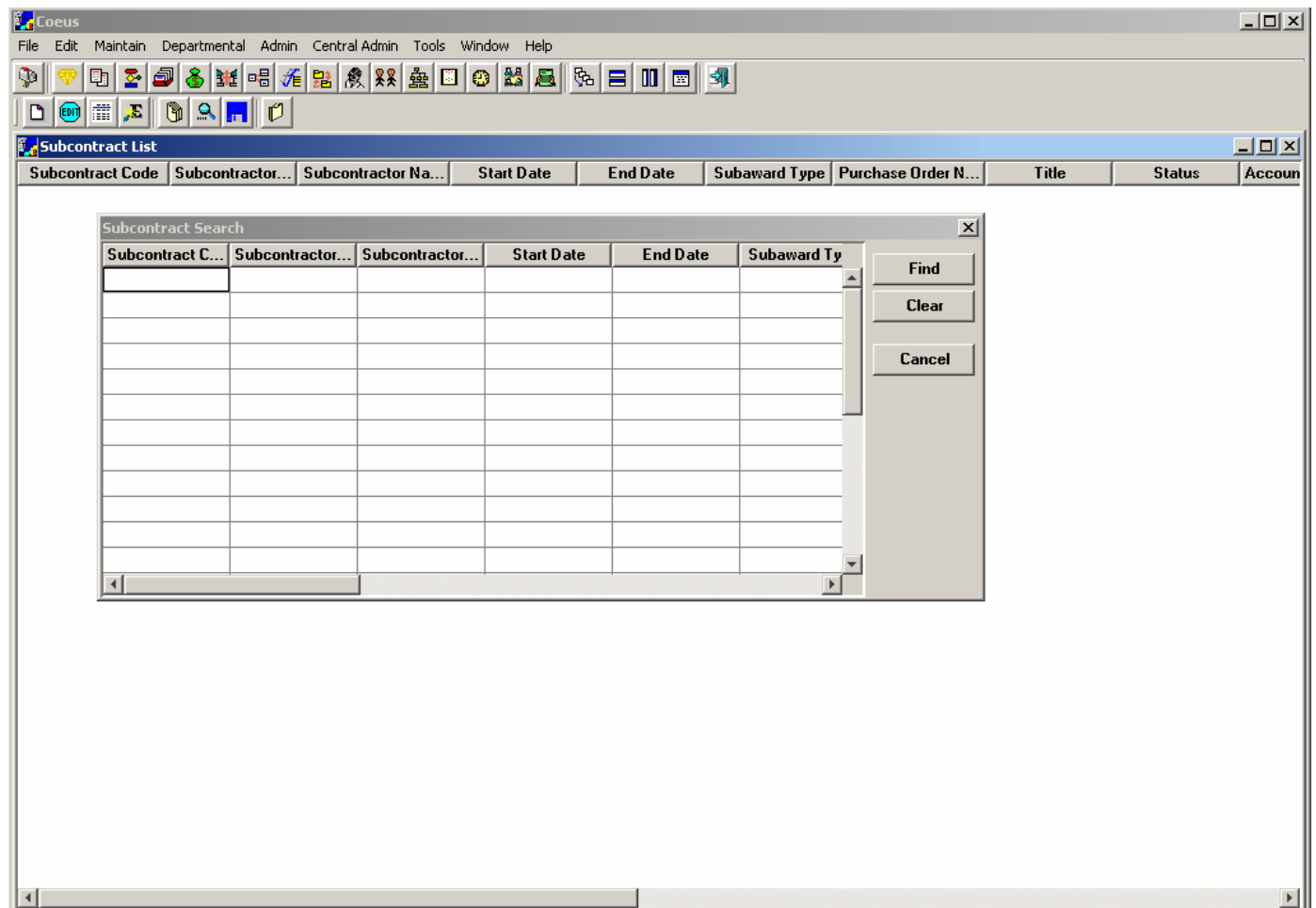
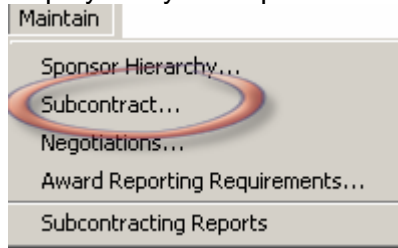



Figure 1.1: Initial Subcontract List window within Search window

© **Coeus Hint!**

When you open any module in Coeus, the Search Window will appear as the active window above the main window.

To get to the main window click on the  button of the Search Box or click on the

Cancel

button within the Search Box window.

The Subcontracts module in Coeus contains various pieces of information that relate to any given subcontract. There are multiple fields of data that need to be entered through numerous screens within each subcontract.

Some of the subcontractor data entry fields are not currently utilized by Rutgers University. But at the minimum you must enter the Status, Subcontractor, Subaward Type, Requisitioner, P.O. Number and at least one contact field in order to save a new subcontract. The process described below is to ensure that you include all necessary fields of information when entering a subcontract and explains the various layouts that are part of a Subcontract entry.


The following is a sample of a simplified work flow of how information should get entered in a Subcontract:



Begin with the Subcontract Tab and then move through each of the other 6 tabs, filling out the Subcontract detail information, as necessary.

Rutgers University does not currently enter information into all of the Coeus Subcontractor tabs. The write up for each individual tab of the Subcontract module which follows, will explain in detail which fields need to be entered and which tabs can be skipped over.

Creating a New Subcontract

To create a new Subcontract you can click on the **Create New Subcontract**  icon or select **Edit > New Subcontract** from the Menu bar.


A new subcontract number with an associated sequence number of 1 is automatically generated by Coeus when the Create New Subcontract icon is clicked.

New Subcontract 0000037: Sequence : 1

Subcontract | Funding Source | Amount Info | Amount Released | Contacts | Closeout | Others

Subcontract Code: 0000037 Seq. No: 1 Status:


Account No:

Subcontractor: 

Start Date: End Date:

Subaward Type: Purchase Order Num:

Title:

Requisitioner: 

Requisitioner Unit:

Vendor Num: Closeout Date:


Archive Location:

Comments:

Obligated Amount:	<input type="text"/> \$.00	Anticipated Amount:	<input type="text"/> \$.00
Available Amount:	<input type="text"/> \$.00	Amount Released:	<input type="text"/> \$.00

Figure 1.2: New Subcontract window

 ***Coeus Hint!***

It is always a good idea to save your work, every so often by clicking the  button

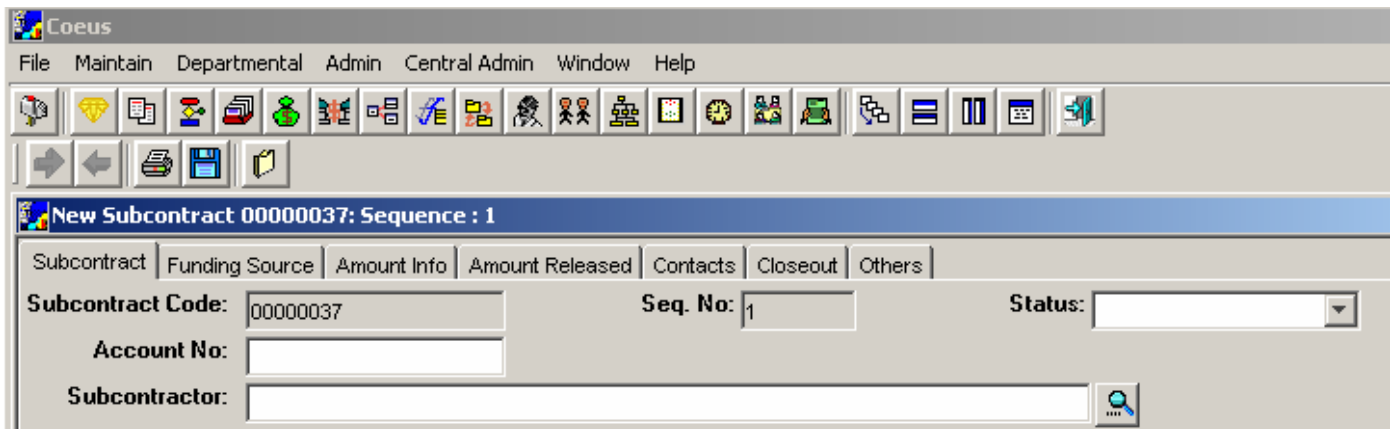
Or

By selecting the File > Save option from the Coeus Toolbar.

■ Entering Subcontract Details in Each of the 7 Tabs

There are 7 tabs that have fields that may or may not need to be populated when creating a new subcontract.

You may find some fields already filled in based on previous selections. This section will walk you through each Subcontract tab and its corresponding data entry fields.



The screenshot shows the Coeus software interface for entering subcontract details. The window title is "New Subcontract 00000037: Sequence : 1". The interface includes a menu bar with options: File, Maintain, Departmental, Admin, Central Admin, Window, and Help. Below the menu bar is a toolbar with various icons for file operations and navigation. The main area features a tabbed interface with the following tabs: Subcontract, Funding Source, Amount Info, Amount Released, Contacts, Closeout, and Others. The "Subcontract" tab is currently selected and displays the following fields:

- Subcontract Code:** 00000037
- Seq. No.:** 1
- Status:** [Dropdown menu]
- Account No.:** [Text field]
- Subcontractor:** [Text field with search icon]

Figure 1.3: Tabs of the Subcontractor module

☺ *Coeus Hint*

It is best to use the <Tab> key to move from field to field when entering subcontractor data.

1. Subcontract Tab -This tab contains basic information related to the subcontract.

The screenshot shows a software window titled "New Subcontract 00000041: Sequence : 1". The window contains a "Subcontract" tab with the following fields:

- Subcontract Code:** 00000041
- Seq. No.:** 1
- Status:** (dropdown menu)
- Account No.:** (text field)
- Subcontractor:** (text field with search icon)
- Start Date:** (text field)
- End Date:** (text field)
- Subaward Type:** (dropdown menu)
- Purchase Order Num.:** (text field)
- Title:** (text area)
- Requisitioner:** (text field with search icon)
- Requisitioner Unit:** (text field)
- Vendor Num.:** (text field)
- Closeout Date:** (text field)
- Archive Location:** (text field)
- Comments:** (text area)

At the bottom of the window, there are four summary fields:

- Obligated Amount:** \$.00
- Anticipated Amount:** \$.00
- Available Amount:** \$.00
- Amount Released:** \$.00

Figure 1.4 Subcontract tab

The table below is a field by field guide for entering subcontract data into the **Subcontract Tab**. Each row of the table corresponds to an associated line on the Subcontract Tab window.

☺ **Coeus Hint!**
 Fields with an arrow ↓ after them denote that they are part of a drop down list box selection.

Status ↓

Select the appropriate subaward status from the list of values. You will most often use a status of **“Active”** for new subcontracts/subawards.

You may use a status of “Pending” for those subawards/subcontracts for which we have data but are awaiting signatures or other documentation for completion.

Account No.

Enter the DGCA Account Number associated with the subaward/subcontract, if available.

Subcontractor ↓



Select the Subcontractor from the list of values displayed. For a more detailed review on selecting Subcontractor information, see the **Selecting a Subcontractor** section below.

Start Date

Enter the start date of the subcontract or subaward.

End Date

Enter the end date of the subcontract or subaward..

Subaward Type ↓

Select either the “**Cost Reimbursement Contract**” or “**Fixed Price Contract**” as the Subaward Type from the drop down list of values.

Purchase Order Num.

Enter the Purchase Order Number associated with the subaward/subcontract if available.

Title

Enter the subaward/subcontract title.

Requisitioner ↓



Select the Requisitioning Principle Investigator from the drop down list of values displayed. For a more detailed review on selecting Requisitioner information, see the **Selecting a Requisitioner** section below.

Requisitioner Unit.

This field is currently not being entered.

Vendor Num.

Enter the Vendor Number if available

Closeout Date

Enter the Subaward/Subcontract closeout date if available

Archive Location

Enter the Archive Location of the subaward/subcontract documents if available.

Comments

Enter any and all additional information available for audit or historical tracking purposes.


- Add a comment note when you are updating a subcontract due to a date extension or other any other type of modification, such as the addition of a new Subcontract Contact. For example, enter "*Added additional admin contact at Purdue University 11/15/2006 LF*".
- Enter "NCE" for no cost extensions along with all pertinent dates including the original End Date and the new extended End Date you have just modified. For example, "*NCE – Changed the End Date from 11/15/2007 to 12/15/2007 as per the NCE recv'd 11/12/06 LF*".
- Enter the Subcontract Modification number.
- Enter your initials next to whatever comment you are inputting

Keep in mind that EVERY modification made to the original subcontract, should be noted in the Comments field along with the associated reason for each modification and your initials. These comments are particularly helpful to the Grants Specialists when trying to research and resolve any outstanding issues.

Additionally Rutgers University Grants Specialist will be utilizing this comments field to enter and track Negotiation and F & A notes on subcontracts.

<p>Obligated Amount Available Amount</p> <p>The above fields are generated by Coeus from data entered in other Subcontract Module Tabs</p>	<p>Anticipated Amount Amount Released</p> <p>The above fields are generated by Coeus from data entered in other Subcontract Module tabs</p>
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■ Selecting a Subcontractor

To select a Subcontractor for a new subaward/subcontract click on the **Search**  icon next to the *Subcontractor* field and conduct a search for your Subcontractor/Organization in the search window.

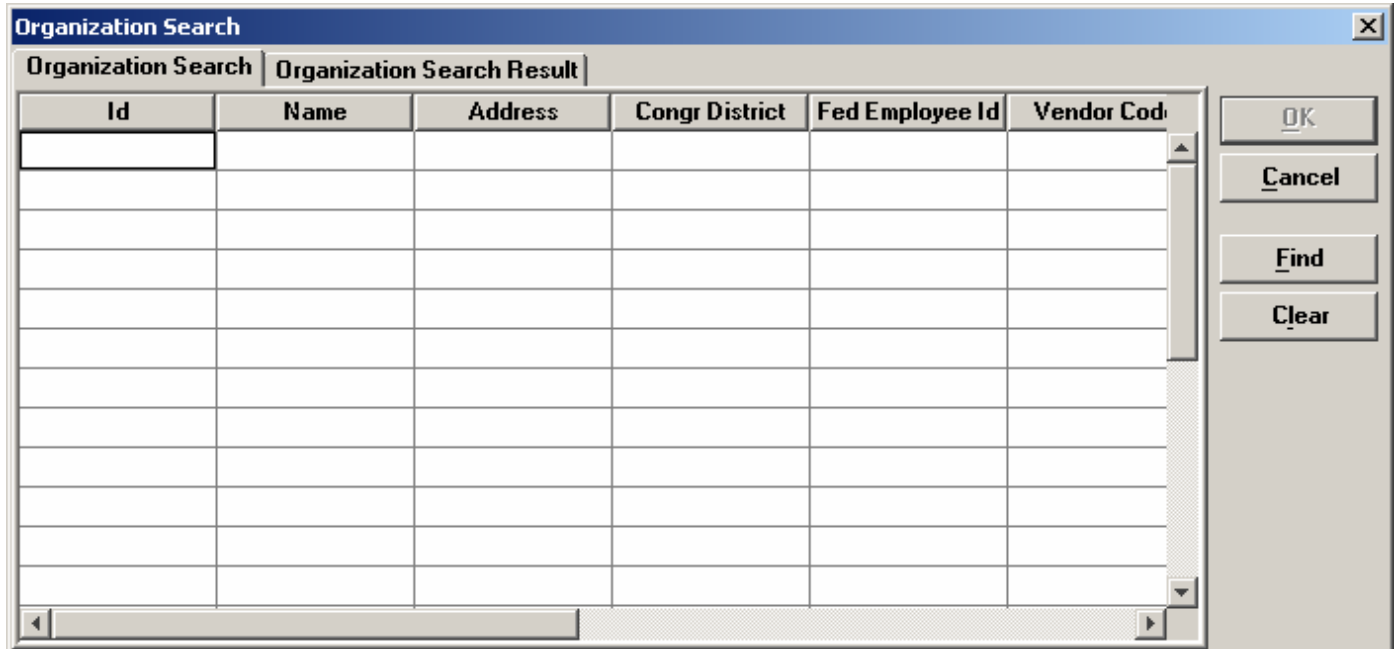


Figure 1.5: Sponsor Search window

When the results of your query come up in the **|Organization Search Result|** tab,

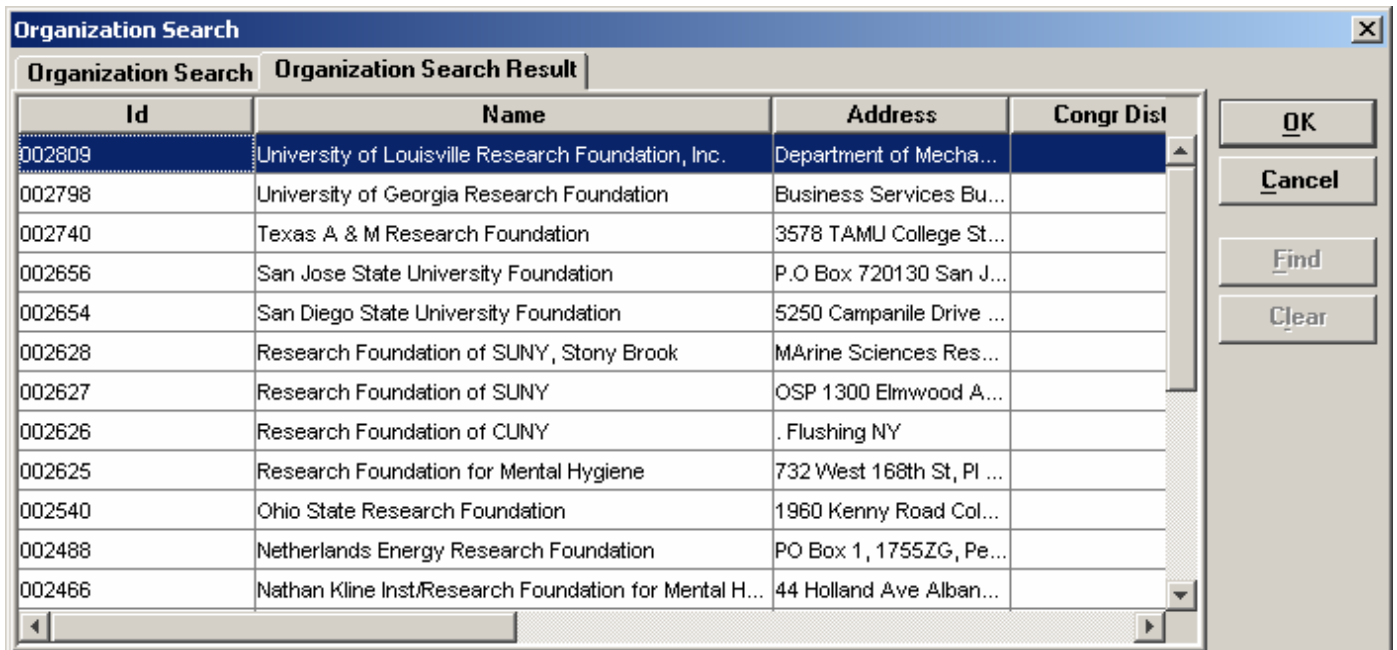


Figure 1.6 Organization Search Result tab

Award Number	Account Number	Status	Sponsor	Amount	Final Expiration Date
008985-001		Active	001700 : DHHS-PHS-NIH	\$10,000.00	21-Sep-2006
008975-001		Active	040160 : Geraldine R. Dodge Foundation	\$100,000.00	21-Sep-2006

Figure 1.10 Funding Source Tab

Multiple source awards may be associated with one particular subaward/subcontract as funding sources. In the example above in Figure 1.10 two separate funding source awards have been linked to one subcontract.

Once the Subcontract is saved, it is linked to the award funding source via the Coeus Award Number, and will populate the bottom portion of the screen on the Award Subcontracts tab as illustrated in Figure 1.11 below.

Correct Award : 008985-001: Sequence : 1

Award Detail | Other Header | Money and End Dates | Contacts | Reports | Terms | Special Review | Investigator | Comments | **Subcontracts** | Other

Approved Subcontracts for this Award

Subcontractor Name	Amount
Subcontract associated with the funding source Award	

Subcontracts where this award is a Funding source

Subcontractor Name	Subcontract Code	Amount	Status
University of Dayton Research Institute	00000027	\$10,000.00	Active

Figure 1.11 Award Subcontracts Tab

Medusa – Subcontract and Award Links

The Medusa button available in the | **Subcontracts Funding Source** | Tab enables a Coeus function which visually links the relationships between Coeus awards/proposals and/or subcontracts. This feature is extremely useful, particularly when viewing multiple subcontracts associated with a given award.

The example below illustrates how the Medusa function visually connects multiple subcontracts based on their shared award information. In the example below, Subcontract No. 20 and Subcontract No. 43 are seen to be clearly associated with Award No. 008971-002.

The sample Medusa screen in Figure 1.12 below was accessed by clicking the Medusa button when displaying information unique to Subcontract 20.

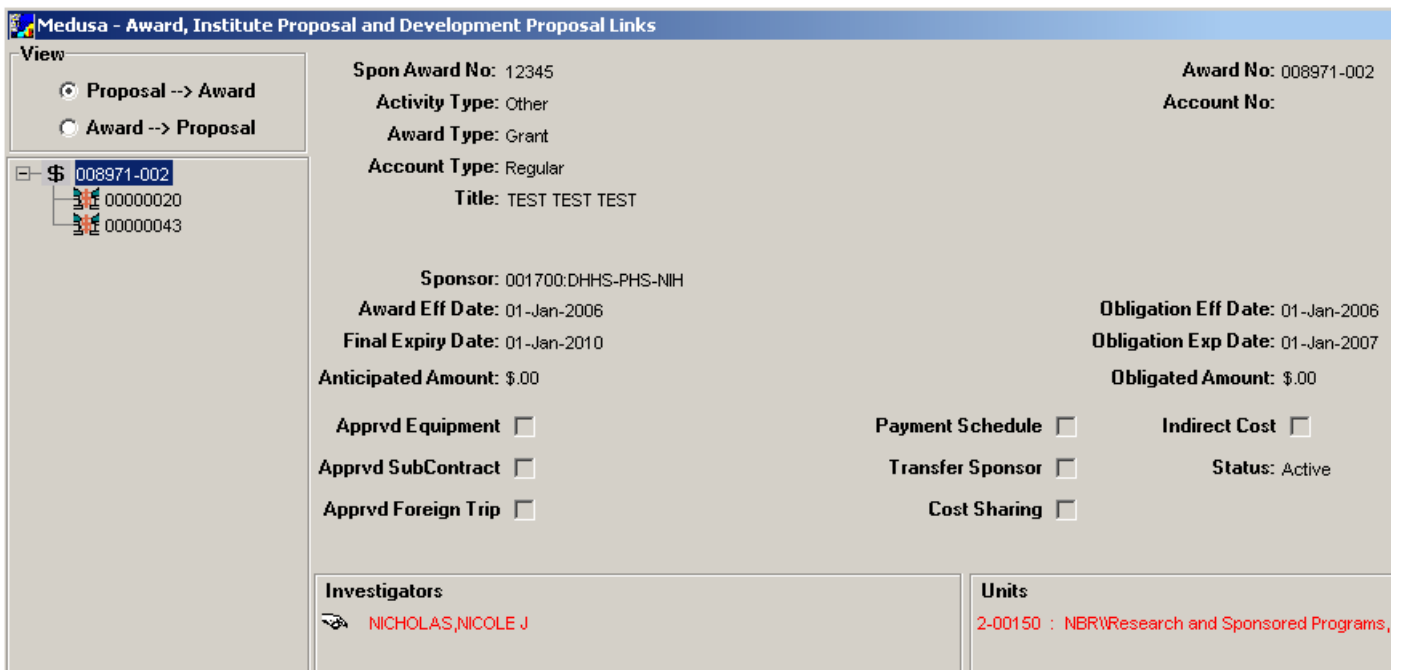


Figure 1.12: Medusa window showing Subcontract and Award Links

3. Amount Info Tab -This tab contains information related to the actual funds associated with the subcontract. To enter the dollar amount info click on the [**Change**] button. Once this button is clicked the Change Subcontract Amount window will open as illustrated in Figure 1.13 below.

Subcontracts with a Subcontract Number less than 00003000 have been loaded from the DGCA legacy Subcontracts database. When adding a new modification to one of the legacy subcontracts, use the [**Change**] in the Amount Info Tab to enter the modification, be sure to note in the comments section that the change reflects a new modification. It's also a good idea to link the funding source (the Coeus Award) back to the legacy subcontract. This can easily be done by searching on the Account Number field in the **Funding Source Tab**.

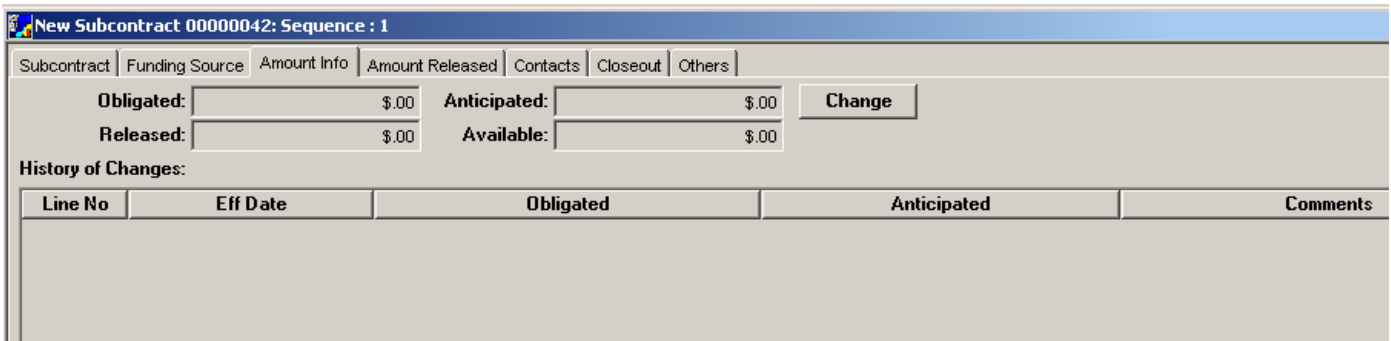


Figure 1.12 Amount Info Tab

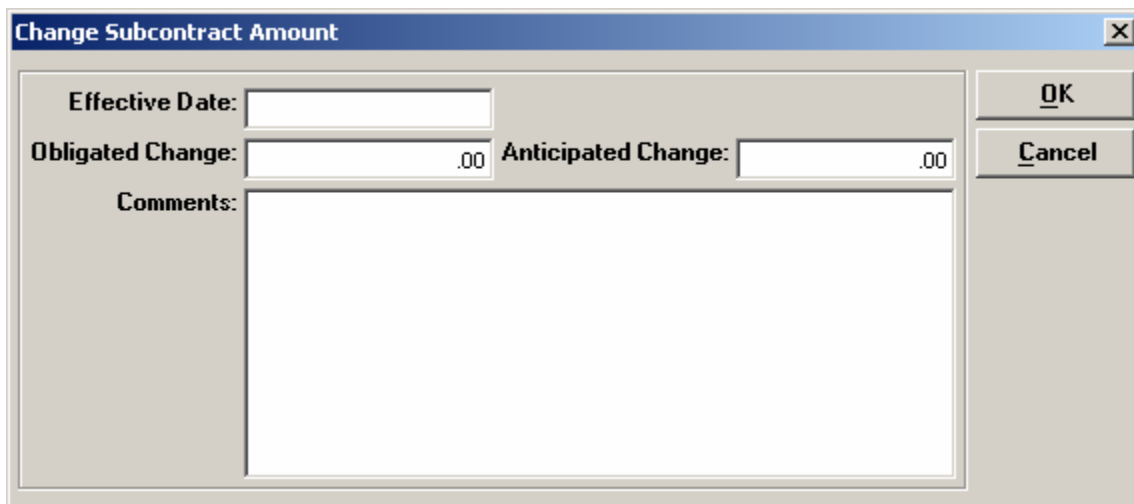


Figure 1.13 Change Subcontract Amount Window

Effective Date	
Enter the effective Date of the Subcontract Amount Change. For a new subcontract this would be the Start Date of the new subcontract.	
Obligated Change	Anticipated Change
Enter the Obligated Dollar Change Amount. For a new contract this would be the initial obligated	Enter the Anticipated Change Dollar Amount. For a new contract this would be the anticipated full cost

contract amount.	of the subcontract.
Comments	
Enter any information that may be of relevance for historical purposes or audit tracking of the subcontract.	

4. Amount Released Tab – Rutgers University ORSP is not tracking actual release of funds through Coeus at this time, therefore no information needs to be entered into the Subcontracts [**Amount Released Tab**].

This tab works in conjunction with the | **Amount Info** | Tab, ensuring that no funds are released in excessive of the available funds tracked in the Obligated Amount field of the | **Amount Info** | tab.

5. Contacts Tab –The Coeus Subcontracts module mandates that at **least one contact** be associated with a new subaward/subcontract before the subcontract can be saved. The contact name/organization is presented as a selection from the Coeus Rolodex. *For subcontracts with other institutions, you must at the minimum enter the Other Institution's Subcontracting PI and the Other Institution's Grants Officer for every new subaward.*

Click on the [**Add**] button to open the Rolodex Search window. You can search the Rolodex for the contact information you require. The search criteria can consist of one or more columns. All relevant contacts/organizations **must** be set up in the Rolodex prior to the creation of a new subcontract.

Once you find the contact or organization you are searching for click the [**OK**] button. You then need to assign a **Contact Type** for the associated individual or organization, using the drop-down menu. For most purposes you can select **Administrative Contact**.

If you do not see the organization or the contact individual name you require as part of the current Coeus Rolodex selection list, please e-mail Coeus_Help@orsp.rutgers.edu to create the Rolodex entry for you. Please include all available pertinent information related to the new Rolodex entry in your e-mail.

New Subcontract 00000042: Sequence : 1

Subcontract | Funding Source | Amount Info | Amount Released | **Contacts** | Closeout | Others

Contact List:

Contact Type	Name/Organization	Add
		Modify
		Delete

Contact Details:

Name: Rolodex Id:

Sponsor:

Organization:

Address:

City: County:

State: Postal Code:

Figure 1.14 Contacts Tab

☺ **Coeus Hint!**

It is always a good idea to enter as much search criteria as available to narrow down the Search Window result set. The Coeus Search Function can be performed across multiple columns and with a wide variety of operators. Some of the operators available for searching are the <, >, =, and **like** operators.

The “*” (asterisk) wildcard substitution character is particularly useful when you are unsure of the full text of your search criteria. This character allows a column or multiple columns to be searched on just a small fraction of known text.

For example, you could enter the text “***univ***” in the Sponsor Name column of the Rolodex Search window, to retrieve all Rolodex entries related to universities.

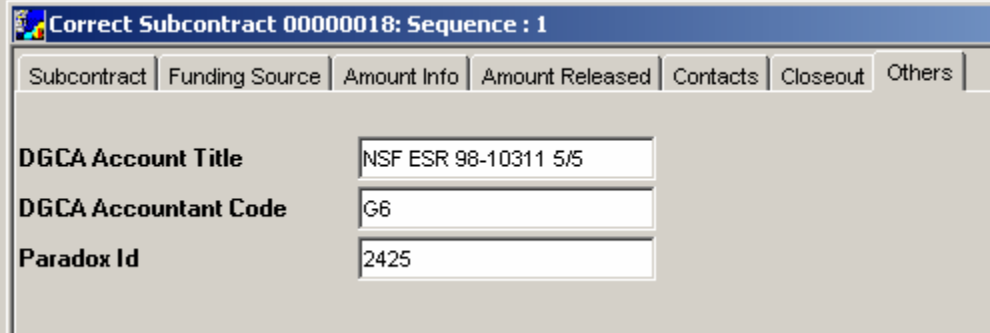
6. Closeout Tab – Rutgers University ORSP is currently not maintaining subcontract close out information in Coeus, therefore no information needs to be entered into the Subcontracts [**Closeout Tab**].

7. Others Tab – The Coeus [**Others**] Tab is a customizable tab available within the Coeus application. This tab contains data which can be customized for each unique Coeus software installation.

Rutgers University has customized the Subcontracts Others Tab to store 3 key data fields. Two of the fields have specifically been created for the use of the Division of Grants and Contracts Accounting. DGCA will input and maintain the DGCA Account Title and the DGCA Accountant Code fields of the Subcontract Others tab.

Additionally, since Rutgers University will not be converting the legacy subcontracts data previously stored in Paradox, the Paradox Id field will be used to enter the Paradox subcontract number for those subcontract modifications we will be entering as new subcontracts in Coeus, but have previously been entered in Paradox and have an existing Paradox Subcontracts number.

For example, if we receive a No Cost Extension on a subaward that was previously issued a Paradox Subcontract number, we will data enter all available information into the Coeus Subcontracts module, adding any and all pertinent notes in the Comments Field on the Subcontract Tab. We will also enter the associated Paradox Id number of the original contract on the Others Tab.




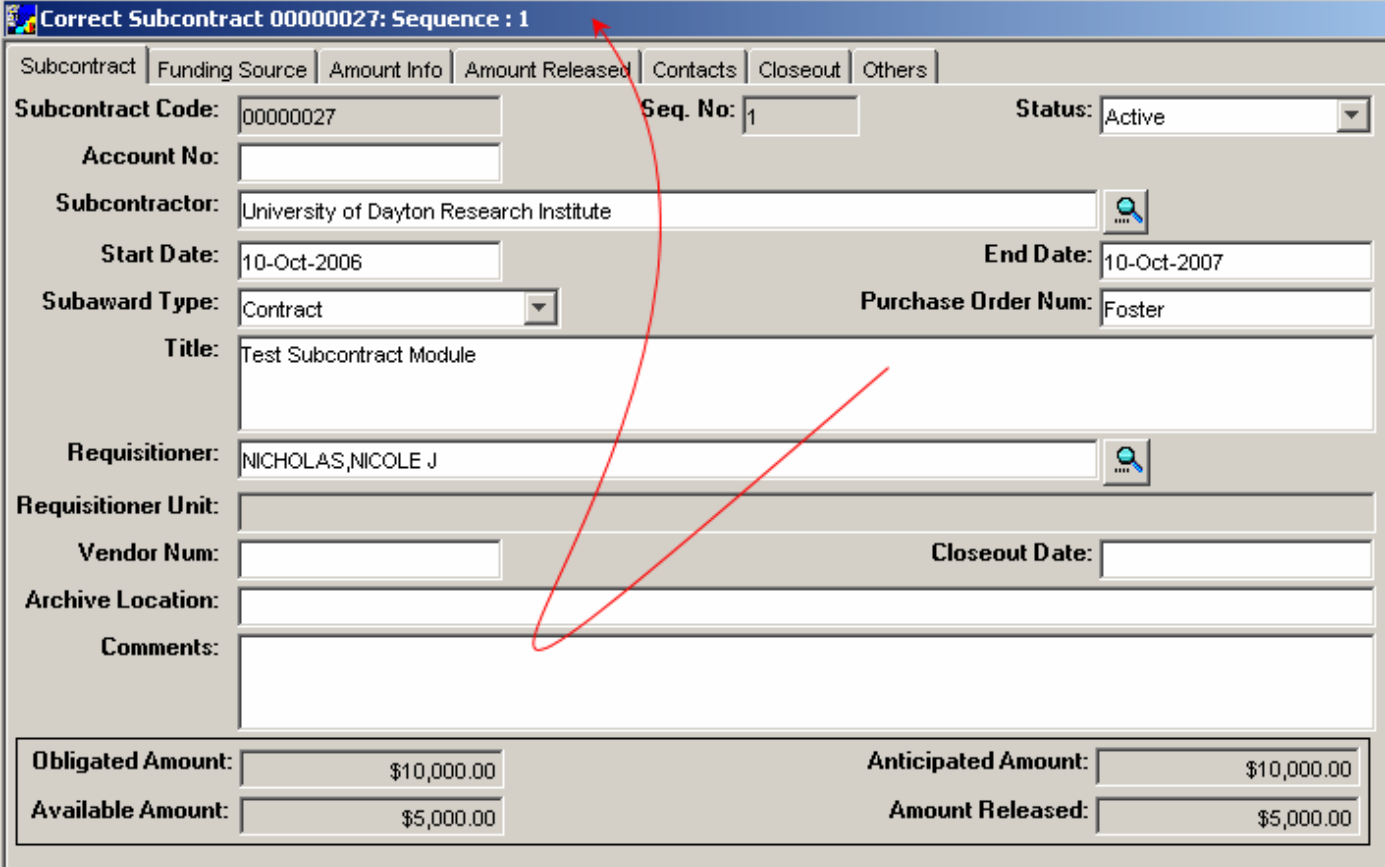
Correct Subcontract 00000018: Sequence : 1

Subcontract	Funding Source	Amount Info	Amount Released	Contacts	Closeout	Others
DGCA Account Title		NSF ESR 98-10311 5/5				
DGCA Accountant Code		G6				
Paradox Id		2425				

Figure 1.15 Others Tab

You have now completed entering all the pertinent data to create a Coeus Subcontract. Make sure you save your work prior to exiting the Subcontracts module.

Highlight the subcontract you need to modify and click the **Subcontract Edit**  icon or select **Edit > Correct Subcontract** on the menu bar. The Correct Subcontract window screen will open.




Correct Subcontract 0000027: Sequence : 1

Subcontract | Funding Source | Amount Info | Amount Released | Contacts | Closeout | Others

Subcontract Code: 0000027 Seq. No.: 1 Status: Active


Account No:

Subcontractor: University of Dayton Research Institute 

Start Date: 10-Oct-2006 End Date: 10-Oct-2007

Subaward Type: Contract Purchase Order Num: Foster

Title: Test Subcontract Module

Requisitioner: NICHOLAS, NICOLE J 

Requisitioner Unit:

Vendor Num: Closeout Date:

Archive Location:

Comments:

Obligated Amount: \$10,000.00 Anticipated Amount: \$10,000.00

Available Amount: \$5,000.00 Amount Released: \$5,000.00

Figure 1.17 Correct Subcontract window

Enter the subcontract modification.


Use the **[Change]** button on the **[Amount Info]** Tab to enter all the modifications related to **subcontract funds**. Don't forget to enter a note in the Comments field on the **[Amount Info]** tab related to the change in monies along with your initials and the actual date you are making the monies modification. The date you enter in the Comments section of the Change window refers to the date of data entry, whereas the Effective Date field of the Change window refers to the Actual Effective Date of the Subcontract change in monies.


If the modification involves a change such as a **No Cost Extension** or a change to the subcontract End Date, modify the End Date on the **[Subcontract]** Tab to reflect the date extension. Remember to add a note in the Comments field of the **[Subcontract]** Tab related to the date change along with your initials and the actual date you are making the modification.

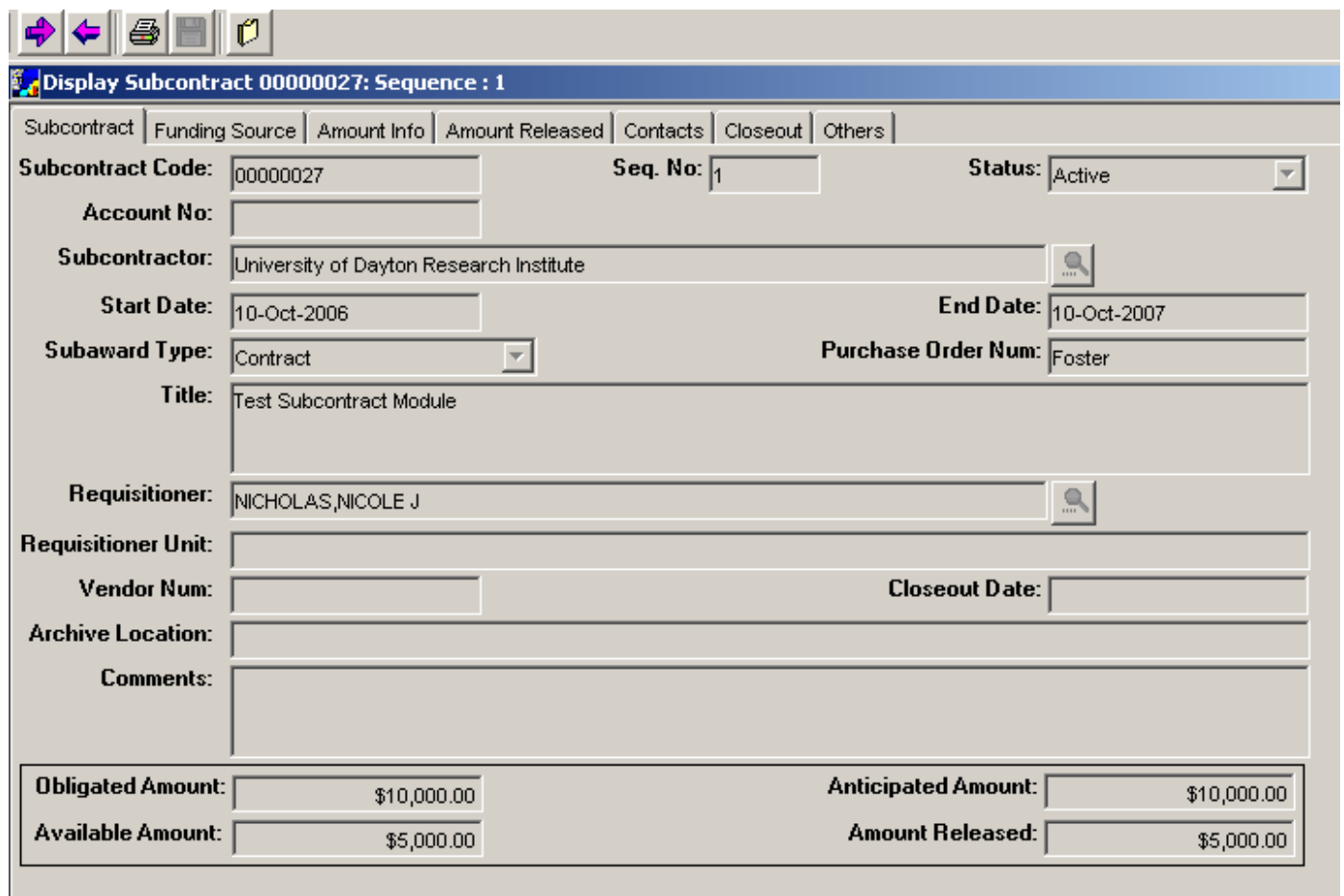
Save your changes. You can either use the **Save**  icon or go to **File > Save** option on the menu bar.

■ 1.5 Viewing Subcontracts

Display Subcontract Information

When you bring up a list of subcontracts in the Subcontracts List window you can select which Subcontract you want to display. Click on the **Display Subcontract**  icon to display the highlighted subcontract in the Subcontracts List Window.

You can page through the individual subcontracts in the Subcontract List window, displaying each individual subcontract by using the  **Next** and **Previous** icons without needing to return to the list window.



The screenshot shows the 'Display Subcontract 00000027: Sequence : 1' window. It features a toolbar with navigation icons and a tabbed interface with tabs for Subcontract, Funding Source, Amount Info, Amount Released, Contacts, Closeout, and Others. The 'Subcontract' tab is active, displaying the following information:



Subcontract Code:	00000027	Seq. No.:	1	Status:	Active
Account No.:					
Subcontractor:	University of Dayton Research Institute				
Start Date:	10-Oct-2006	End Date:	10-Oct-2007		
Subaward Type:	Contract	Purchase Order Num.:	Foster		
Title:	Test Subcontract Module				
Requisitioner:	NICHOLAS,NICOLE J				
Requisitioner Unit:					
Vendor Num.:		Closeout Date:			
Archive Location:					
Comments:					
Obligated Amount:	\$10,000.00	Anticipated Amount:	\$10,000.00		
Available Amount:	\$5,000.00	Amount Released:	\$5,000.00		


Figure 1.18 Display Subcontract window

■ 1.6 Print Subcontract Forms

Rutgers University Subcontract Forms Print

Integrated into the Coeus Subcontracts module is the ability to pull data directly from a particular subcontract/subaward into a predefined Subcontract Form which is subsequently submitted for printing.

The predefined forms consist of XSL files which are pre-loaded to the Coeus database using a Central Admin function. Once the forms have been pre-loaded they are available as menu choices from the Subcontracts Forms Window.

To print a Coeus Subcontract form, Select the **File -> Print** option from the Coeus Toolbar or click on the Coeus Print  icon (remember you must expand the subcontract list window view to a specific subcontract in order to enable the print function).

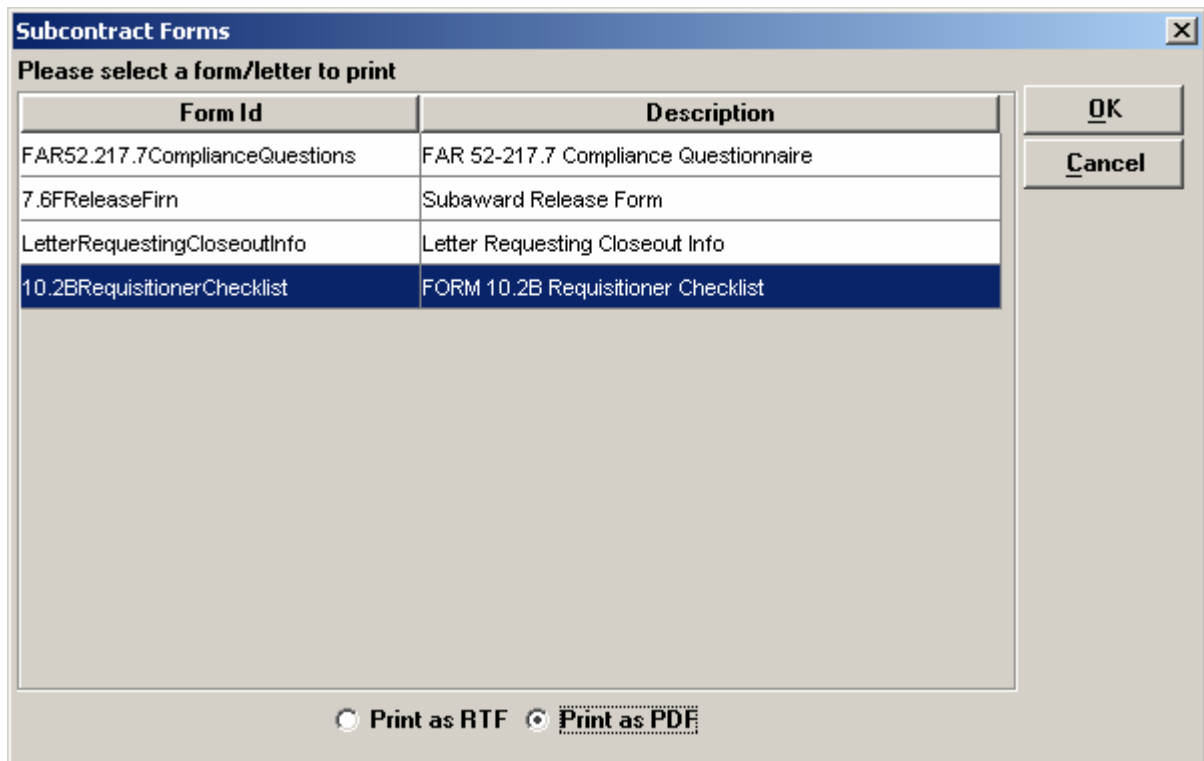


Figure 1.19 Print Subcontract Forms window

Once the Coeus Subcontract Print function has been selected, the Subcontracts Forms window will open. Select the form you wish to print by highlighting it within the Subcontract Forms window. Once you have selected the form by highlighting it, click on the **[Print as PDF]** radio button, then click **[OK]**.

Once you click the **[OK]** button, a dialog window will open asking you whether you wish to open your form file or save it to disk. You can use Adobe Acrobat to open the file. If you do not have Adobe Acrobat installed you can download the latest version as freeware from

<http://www.freownloadhq.com/Acrobat.html>.

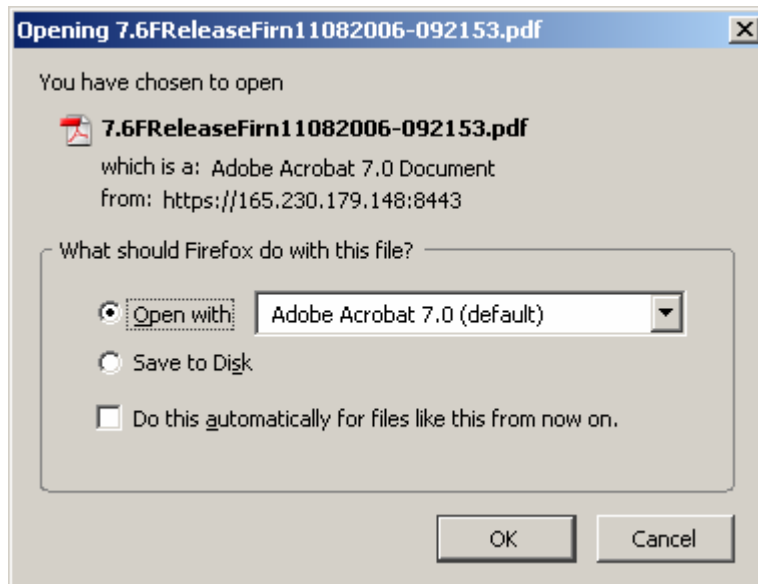


Figure 1.20 Print Subcontract Forms window

When you select the open option, Adobe Acrobat will open and display your pdf form file with the individual subaward detail field values retrieved from the database.

To illustrate, in the example below, some of the fields retrieved from the database have been highlighted within the sample form.

RUTGERS UNIVERSITY

SUBAWARD'S RELEASE

Subaward No. 000043

Pursuant to the terms of a Subaward No. 000043 and in consideration of the sum of \$35000 Dollars which has been or is to be paid under the said Subaward to Princeton University (hereinafter called the Subawardee) or its assignees, if any, the Subawardee, upon payment of the said sum by RUTGERS UNIVERSITY (hereinafter called RU) does remise, release, and discharge RU and the Government, its officers, agents and employees, of and from all liabilities, obligations, claims and demands whatsoever under or arising from the said Subaward, except:

Specified claims in stated amounts, or in estimated amounts where the amounts are not susceptible of exact statement by the Subawardee, as follows:

Claims, together with reasonable expenses incidental thereto, based upon the liabilities of the Subawardee to third parties arising out of the performance of the said Subcontract, which are not known to the Subcontractor on the date of execution of this release and of which the Subawardee gives notice in writing to RU within the period specified in the said Subaward.

Claims for reimbursement of costs (other than expenses of the Subawardee by reason of its indemnification of RU and the Government against patent liability), including reasonable expenses incidental thereto, incurred by the Subawardee under the provision of the said Subaward relating to patents.

The Subawardee agrees, in connection with patent matters and with claims which are not released as set forth above, that will comply with all of the provisions relating to notification to RU and the Government Contracting Officer and relating to the defense or prosecution of litigation.

IN WITNESS WHEREOF, this release has been executed this _____ day of _____, 20 _____.

(Subawardee)

Figure 1.21 Sample Subcontract Form (PDF)

2.0 Document Version Control

This portion of the document will track all changes made from the original.

Version	Date	Change Description
Version 1.0	11/2006	Original Source Document Added values of Cost Reimbursement Contract and Fixed Price Agreement to Subaward Type drop down values – Subcontracts Manual updated to reflect that only one of these two values is to be selected when entering a subcontract.
Version 1.1	8/2/2007	Updated the manual to reflect the load of the legacy subcontracts data from the DGCA Subcontracts table. Modifications to existing contracts should now be entered as updates to the original subcontract in Coeus.