

QUICK GUIDE



Subaward Agreement Status Updates in MN-GEMS

This quick guide will describe how to navigate MN-GEMS in order to understand where a **Subaward Agreement** record may be in its workflow and the details of what has occurred with that transaction record. While there are many fields that provide details for a record in MN-GEMS, this quick guide will focus on understanding the workflow state and the information captured in the history tab.

Example Subaward Agreement Project Workspace:

The screenshot displays the 'Subaward Agreement Project Workspace' for record ID SUBA00000174, titled 'UC DAVIS-A009292801'. The 'State' is 'Active', highlighted by a red callout. The 'Workflow' diagram shows a sequence: Pre-Submission → Unassigned → In Review → Signing → Active, with 'Active' highlighted by a red callout. The 'Activities' table lists recent actions, with the first row highlighted by a red callout.

State: Active

Workflow: Pre-Submission → Unassigned → In Review → Signing → Active

Activities:

Activity	Author	Activity Date
Amendment Created	Turgeon, Lovejot Mariah	11/11/2024 10:45 AM
Amendment: SUBA00000174AM2		
Logged Comment	Turgeon, Lovejot Mariah	8/21/2024 11:58 AM
Dept requested stop work order. SPA management indicated to just do an amendment when new SOW, budget, and justification received.		
eMail - 8.21.24 - Stop work notice for project NSF DBI 2042159.pdf		
Amendment Closed (discarded)	Turgeon, Lovejot Mariah	8/21/2024 11:57 AM
Amendment: SUBA00000174AM1		
Amendment	Turgeon, Lovejot Mariah	8/20/2024 11:31 AM
	Turgeon, Lovejot Mariah	8/20/2024 11:26 AM
	Turgeon, Lovejot Mariah	8/20/2024 11:25 AM
Converted to PDF	Turgeon, Lovejot Mariah	8/20/2024 11:25 AM

Understanding the Workflow

Each record in the MN-GEMS contains a workflow map on the workspace landing page. The highlighted state indicates where the record is in the workflow. Below are the workflows and the status definitions for Subaward Records.

Note: Status updates for proposals, award setups, and award modification setups will be captured on the workspace landing page for the record ID in the **Grants** module. Status updates for subawards and agreements will be captured on the workspace landing page for the record ID in the **Agreements** module. Make sure you are starting from the correct module when searching for information.

The current status of the record is the highlighted state. In this graphic, the Agreement is in “Pre-Submission” state.



Workflow State Definitions:

- **Pre-Submission:** Indicates the Agreement has been created but has not yet been reviewed and negotiated by SPA.
 - Note: If the department has initiated the process, it has not been sent to SPA for processing in this state.
- **Unassigned:** Indicates the record (agreement or amendment) is in the SPA queue , however it has not yet been assigned to an Agreement Owner.
- **Clarification Requested** Indicates the Agreement Owner (GCO) is requesting additional information from the agreement PI or Primary Contact.
- **In Review:** The agreement is in review by SPA or the External Party. More details on the status may be found by following the next process “checking the History Tab”.
- **Signing:** Indicates all parties have agreed on the agreement language, all required ancillary reviews are complete, and the Agreement Owner has approved the language. The record (agreement or amendment) has been routed for signatures.
- **Active:** Indicates the Agreement has been signed by all internal and external parties and is active.

Finding Subaward Status updates in the Agreements Module

While subaward requests are made using an Award Modification Request on the Award record in the Grants Module, the **Agreements** Module is used to track the status of the subaward agreement and/or amendment. Navigate to the **Agreements** Module to check on the status of the subaward’s approval, signature and activation. The History Tab and Workflow will inform you of the status of the subaward record.

From the Award Workspace in the Grants module, navigate to the Related Projects Tab and click on the SUBXXXXXXX link. This will bring you to the Subaward Agreement Workspace.

Active

Next Steps

View Award

Printer Version

Create Award Modification

Create Subaward

Request Award Modification

Create Continuation

Terms And Conditions

Manage Ancillary Reviews

Set Award Relationships

Upload Award Documents

Manage Tags

Send Email

Assign Specialist

Assign Award Approver

Assign Designated Reviewer

Log Private Comment

Log Comment

Log Correspondence

REPA Status

IIIB Informatics: Mining Spatial and Single-cell Transcr

CON000000092376

Funding Award

PO/PI:	Rui Kuang	Award Date:	4/1/2021
Specialist:	Lovejot Turgeon	Start Date:	4/1/2021
		End Date:	3/31/2025
Designated Reviewer:		Sponsor Award #:	DBI 2042159 Am 2
Award Approver:	Lovejot Turgeon		
Approving Dept/Div/Institute:	CSENG CS&E Bioinform&CompBio		
Administrative Contact:	Lovejot Turgeon		
Direct Sponsor:	THE NATIONAL SCIENCE FOUNDATION		
Prime Sponsor:			
Current Total Project Period Commitment:	\$806,000		
Current Total Award Amount To Date:	\$806,000		

Awarded Funding Proposals:

ID	Name	Principal Investigator	Status
PRF1038345	IIIB Informatics: Mining Spatial and Single-cell Transcr	Rui Kuang	Awarded

Modifications	Totals	Funding Allocations	Subawards	Child Awards	Related Projects	Reviewers	Correspondence	History	Attachments	Change Log	Reviewer Notes	EF's Projects	...
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Related Projects

Filter by ID

Enter text to search

+

Add Filter

X

Clear All

ID	Name	Owner	Organization	Project Type	Project Status	Modified Date
SUBA00000174	UC DAVIS-A009292801	Lovejot Turgeon	Sponsored Projects Admin	Agreement	Active	11/11/2024 10:45 AM

1 items

page 1 of 1

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Subaward Agreement Workspace:

The subaward agreement landing page will display the workflow state. Click on the History tab to see the details of the record.

Agreements > UC DAVIS-A009292801

Admin View Help

Active

Primary contact:

Lovejot Turgeon

Manager/PI:

Rui Kuang

PI Department ID:

11108

PI Department:

CSENG CS&E Administration

Owner:

Lovejot Turgeon

Created:

8/20/2024 11:16 AM

Received:

8/20/2024 11:23 AM

Modified:

11/11/2024 10:45 AM

Effective:

5/5/2021

Expires:

5/5/2021

Next Steps

View Agreement

Printer Version

View All Correspondence

Go to Amendment

Assign Office

Assign Owner

Manage Access

Send Email

Contact Owner

Log Correspondence

Log Comment

Log Private Comment

Terminate

SUBA00000174

UC DAVIS-A009292801

Agreement:

A009292801 UC-Davis fe.pdf(0.01) ...

Final agreement:

A009292801 UC-Davis fe.pdf(0.01) ...

Contracting party:

UNIVERSITY OF CALIFORNIA, DAVIS

Agreement type:

Outgoing Subaward Agreement

Office:

Funded Non-B&I Team

Administering Dept:

11108 CSENG CS&E Administration

Description:

converting original subaward to mngms

Correspondence	History	Contacts	Snapshots	Amendments	Related Projects	Documents
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Filter by Activity

Enter text to search

+

Add Filter

X

Clear All

Activity	Author	Activity Date
Amendment Created	Turgeon, Lovejot Mariah	11/11/2024 10:45 AM
Amendment: SUBA00000174AM2		
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Sent for External Signature	Turgeon, Lovejot Mariah	8/20/2024 11:25 AM
Converted to PDF	Turgeon, Lovejot Mariah	8/20/2024 11:25 AM

Note: If you have the subaward or agreement record ID, you may also navigate directly to the Agreements Module and search for the record in the search bar:


MN-GEMS
 MN Grants Electronic Management System

Dashboard
 Admin
 Agreements
 Grants

Agreements
 Help Center
 Reports
 Central Actions

Agreements

Agreements

Create Agreement

All Agreements
 Unassigned
 New
 In Progress
 Active
 Evergreen
 Archived

All Agreements

Filter by ⓘ
 ID
 ▼
 %SUBA00000174
 🔍
 + Add Filter
 ✕ Clear All

ID	Title	Agreement	Agreement Ty
SUBA00000174AM2	UC DAVIS-A009292801 AMD 2		Outgoing Suba
SUBA00000174	UC DAVIS-A009292801	A009292801 UC-Davis.fe.pdf(0.01)	Outgoing Suba
SUBA00000174AM1	UC DAVIS-A009292801-AMD 2	SUBA00000174-A009292801 AMD 2.pdf(0.02)	Outgoing Suba

2 items

 **Tip:** There are multiple ways to search for a record. If you can't find the agreement by ID number; try searching by PI name, title, state, owner, etc.