cuResearch
Event Forms
(Requesting a Subaward)
You can now request a subaward through cuResearch, using “Events”!

To request a subaward, click the “Applications (Submitted – Post Review)” tab on your homepage.
Next, select the Project in which you would like to request a subaward for, and click “Events” on the desired Project.
Now that you are in the Project you can select “Request for Subaward/Subcontract” under the heading “Create New Event”.

<table>
<thead>
<tr>
<th>Event Form Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Subaward/Subcontract</td>
<td></td>
</tr>
</tbody>
</table>
The “Event Info” tab is designated for any comments you wish to make on your request, it is not mandatory to complete this tab.
The “Request for Subaward/Subcontract” tab is much like the Checklist tab in cuResearch. There are 9 questions (8 of which are mandatory). Mandatory fields are marked with a “*”.

```
1.1* Sub-recipient Institution Name

1.2* Co-investigator's First Name

1.3* Co-investigator's Last Name
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The “Attachments” tab gives researchers the opportunity to upload any files they wish to be included in their submission. **Please note:** Users may upload several attachments (no larger than 10MB), and are encouraged to upload as “PDF”. “Word”, “Excel”, “JPEG” are also accepted.
The “Errors” tab keeps track of any required questions that were left unanswered. This tab disappears as soon as all questions have been answered.
At any point, the applicant may “Save” and “Close” the application. The information will be saved and can be found the next time the user logs in.
Once you have completed your application you can now press “Submit”.
Your request should now appear with the status “Submitted by Researcher”.

<table>
<thead>
<tr>
<th>Event Category</th>
<th>Event Submission Date</th>
<th>Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subaward/Subcontract (Request for Subaward/Subcontract)</td>
<td>2016/06/07</td>
<td>Submitted by Researcher</td>
</tr>
</tbody>
</table>
Have a question?

Contact the Electronic Records Administrator at CURO
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Email: lisa.saunders@carleton.ca