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cuResearch  
Event Forms  
(Requesting a Subaward)

# Events



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You can now request a subaward through cuResearch, using “Events”!

To request a subaward, click the “**Applications (Submitted – Post Review)**” tab on your homepage.

Role: Principal Investigator

- [Applications: Drafts](#)
- [Applications: Requiring Attention](#)
- [Applications: Under Review](#)
- [Applications: Post-Review](#)**
- [Applications: Withdrawn](#)
- [Events: Drafts](#)
- [Events: Requiring Attention](#)
- [Reminders](#)

# Events



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Next, select the Project in which you would like to request a subaward for, and click “**Events**” on the desired Project.

Reset Filters		Export To Excel			
	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	All ▾	<input type="text"/> Y
<input type="button" value="View"/>	103401	TESTING 1.2.3....	Joe Smith (Office of the Vice-President (Research & International)\Carleton University Research Office)	(Awards\Awards)	<b>Project Status:</b> Withdrawn <b>Workflow Status:</b> Approval Decision Made

# Events



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Now that you are in the Project you can select “**Request for Subaward/Subcontract**” under the heading “Create New Event”.

<a href="#">APPLY NEW</a>   <a href="#">News</a>   <a href="#">Useful Links</a>   <a href="#">Settings</a>	
<b>Create New Event</b>	
Event Form Name	Description
<a href="#">Request for Subaward/Subcontract</a>	

# “Event Info” Tab



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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 screenshot displays a web application interface with a toolbar at the top containing buttons for 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Submit'. Below the toolbar is a tabbed interface with four tabs: 'Event Info', '\* Request for Subaward/Subcontract', 'Attachments', and 'Errors'. The 'Event Info' tab is highlighted with a red box, and a red arrow points from the text above to this tab. Below the tabs is a large text area labeled 'Note(s)' with a small icon in the bottom right corner.

# “Request for Subaward...” Tab



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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 “ \* ”.

Event Info **\* Request for Subaward/Subcontract** Attachments Errors

\* Request for Subaward Agreement

**i** 1.1\* Sub-recipient Institution Name

**i** 1.2\* Co-investigator's First Name

**i** 1.3\* Co-investigator's Last Name

# “Attachments” Tab



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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.

Event Info \* Request for Subaward/Subcontract **Attachments** Errors

This event form does not require that attachments be included. However, if the researcher would like to include additional documents for inclusion in the Subaward Agreement, they can upload them here.

[Add Attachment](#)

NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

# “Errors” Tab



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The “**Errors**” tab keeps track of any required questions that were left unanswered. This tab disappears as soon as all questions have been answered.

Event Info   \* Request for Subaward/Subcontract   Attachments   **Errors**

**Request for Subaward/Subcontract** -> Request for Subaward Agreement:1.4 Co-Investigator's Email Address is required.

**Request for Subaward/Subcontract** -> Request for Subaward Agreement:1.3 Co-investigator's Last Name is required.

**Request for Subaward/Subcontract** -> Request for Subaward Agreement:1.1 Sub-recipient Institution Name is required.

**Request for Subaward/Subcontract** -> Request for Subaward Agreement:1.2 Co-investigator's First Name is required.

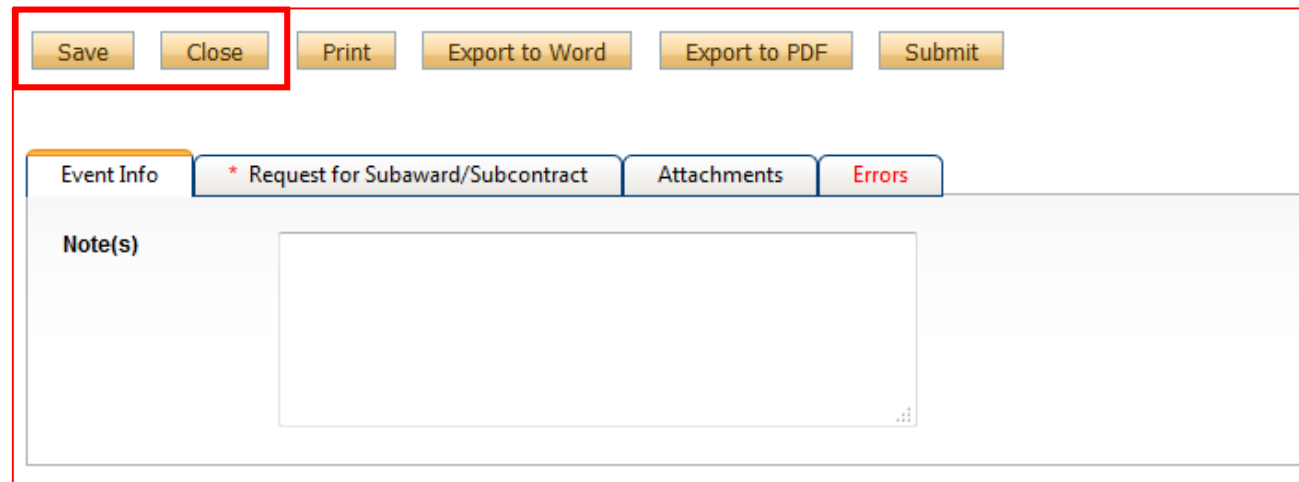


# Save and Close



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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.



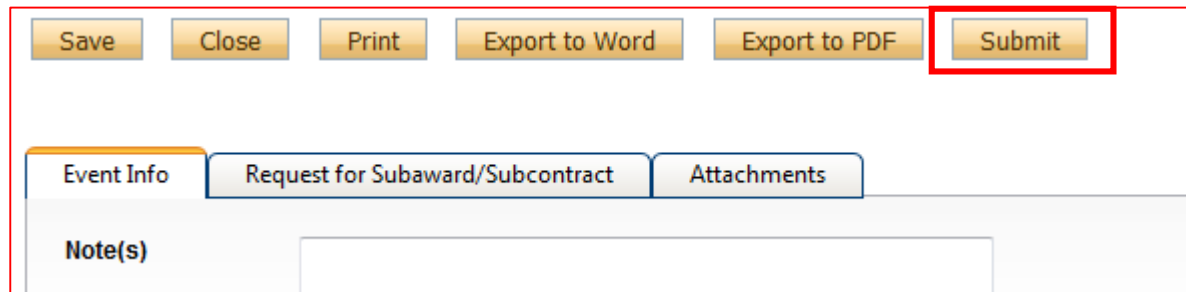
The screenshot displays a web application interface. At the top, there is a horizontal toolbar with six buttons: 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Submit'. The 'Save' and 'Close' buttons are highlighted with a red rectangular box. A red arrow points from the text box above to this red box. Below the toolbar, there are four tabs: 'Event Info', '\* Request for Subaward/Subcontract', 'Attachments', and 'Errors'. The 'Event Info' tab is currently selected. Below the tabs, there is a section labeled 'Note(s)' with a large, empty text input area.

# Submitting



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Once you have completed your application you can now press **“Submit”**.



Save Close Print Export to Word Export to PDF **Submit**

Event Info Request for Subaward/Subcontract Attachments

Note(s)

# Completion



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Your request should now appear with the status  
**“Submitted by Researcher”**.

Submitted Events			
	Event Category	Event Submission Date	Event Status
	All	<input type="text"/> <input type="button" value="📅"/> <input type="button" value="📅"/>	<input type="text"/> <input type="button" value="📅"/>
<a href="#">View Event</a>	Subaward/Subcontract (Request for Subaward/Subcontract)	2016/06/07	Submitted by Researcher



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**Have a question?**

Contact the  
Electronic Records Administrator at CORIS  
613-520-2600, ext 6109  
Email: [richard.sokoloski@carleton.ca](mailto:richard.sokoloski@carleton.ca)