

# GTRI - Interdivisional Request for Subaward - New or Existing Grant

## Overview

This process is used for GTRI to request collaboration with RI where GTRI is the Prime Awardee. A request can be made to update an existing Grant/Award Line or create a new Grant/Award Line.

## Considerations

Policies related to this process may be found in the [Business & Finance Policy Book](#).

- For existing grant, before completing this request, please be sure the GTRI Project Director has vetted restricted terms and conditions such as foreign nationals, International Traffic in Arms Regulations (ITAR), etc.
- In the scenario where RI would like to collaborate with GTRI on an award where RI is the Prime Awardee, the **Request New Award Line/Grant** process should be completed.

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## Initiation

Security Roles: All Workday Roles

1. Select the **Create Request** task from the Expenses Worklet or the search bar.
2. In the **Request Type** field, select **GTRI Interdivisional Request to RI – New Grant** or **GTRI Interdivisional Request to RI – Existing Grant**.
3. For **GTRI Interdivisional Request to RI – New Grant**, answer the following questions.
  - **Describe the Request** – Workday required. Enter a description for the request. The description should express the purpose of the new grant, such as a new funding source for a shared award between GTRI and the RI.
  - **What is the amount of the new grant?** – Workday required. Enter the amount that should be included in the new grant.
  - **What is the name of the Grant you would like to be created?** – Workday required. Enter the name of the grant that needs to be created.
  - **What is the start date for the new award line/grant?** – Workday required. Enter the start date for the new grant.
  - **What is the end date for the new award line/grant?** – Workday required. Enter the end date for the new grant.

Use this to transfer a portion of a budget from a Prime award made to GTRI to a new Resident Instruction grant

Describe the Request \*

Before completing this request, please be sure the GTRI Project Director has vetted restricted terms and conditions such as foreign nationals, International Traffic in Arms Regulations (ITAR), etc.  
Please fill out the questionnaire to complete your request to transfer a portion of the budget from a Prime award made to GTRI to a new Resident Instruction grant. Contact grants and contracts if you have any questions.

What is the amount of the new grant? (Required)

0

What is the name of the Grant you would like to be created? (Required)

What is the start date for the new award line/grant? (Required)

MM / DD / YYYY

What is the end date for the new award line/grant? (Required)

MM / DD / YYYY

4. For **GTRI Interdivisional Request to RI – Existing Grant**, answer the following questions.
- **Describe the Request** – Workday required. Enter a description for the request. The description should express the purpose of the new grant, such as a new funding source for a shared award between GTRI and the RI.
  - **Please select the specific purpose of this request.** – Select the purpose of this request regarding the grant in question.

Use this to change the amount, dates, or request closeout of an existing Resident Instruction Grant for which GTRI is the Prime Sponsor.

Describe the Request \*

Before completing this request, please be sure the GTRI Project Director has vetted restricted terms and conditions such as foreign nationals, International Traffic in Arms Regulations (ITAR), etc.  
Please fill out the questionnaire to complete your request to transfer a portion of the budget from a Prime award made to GTRI to an existing Resident Instruction grant. Contact grants and contracts if you have any questions.

Please select the specific purpose of this request. (Required)

Increase/Decrease Amount and Change Dates

Change Date Only

Request Closeout

5. For both **GTRI Interdivisional Request to RI – New Grant** and **GTRI Interdivisional Request to RI – Existing Grant**, answer the following questions.
- **What is the cost center (GTRI Lab Code) that pertains to the request?** – Workday required. Enter the GTRI Lab Code for the cost center that pertains to the grant.
  - **Who is the Resident Instruction PI of this award line/grant? Include the PI Name or Employee ID.** – Enter the PI of grant, along with the ID or name for the PI in Workday.
  - **Please include any other general comments.** – Enter any other comments regarding the grant.
  - **Please upload any relevant attachments** – Drag or upload any relevant attachments to the grant.

What is the cost center (STRI Lab Code) that pertains to the request? (Required)

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Who is the Resident Instruction PI of this award line/grant? Include the PI Name or Employee ID. (Required)

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Please include any other general comments.

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Please upload any relevant attachments

Drop files here

or

Select files

***After this step, the process is in a Successfully Completed status.***