GU-PASS: How a Principal Investigator Approves a New Sub-Contract for Internal Routing

Overview: Before a sub-contract can be approved internally, a Principal Investigator must approve it through GU-Pass. This document walks PIs through the process for approving a new sub-contract through GU-Pass.

Step 1: After RDS has prepared your sub-contract, you will receive an e-mail from GU-PASS titled “A sub-award is pending action” When you receive this e-mail, simply open it and click on the URL link provided.

Step 2: After you click on the URL, it will take you to the GU-Pass log-in page. Click on the “Login Here” button, and enter your Georgetown User ID and password.
Step 3: After you log-in, you will arrive at your GU-Pass main page. If you scroll down, you will see a list of items that need your attention. Double click on the sub award that you would like to approve.

Step 4: To review the sub award request, simply scroll down and review each section.
Some of the sections are minimized, and you can expand them by clicking on the section title or the “+” mark. To minimize the section again, simply click on the section title or the “-” mark.

To review one of the attachments, simply double click on the attachment that you would like to review and it will be downloaded to your computer.
**Step 5:** If all of the information is correct, scroll to the bottom or top of the page and tick the “Yes” button indicating that the request has your approval. Then click on the red “Submit” button. This will route the request to OSR for review and drafting of the agreement.

If there are errors or you would like to work with RDS to make a change to the sub award, please tick “No” and explain your reason for rejection before pushing the red “Submit” button. This will route your proposal back to RDS and you can work with the sub award specialist to make the needed changes.
If you need to access your approved sub award at any point, simply go to your GU-Pass queue and click on “Archived Submissions.”

Questions?

If you have any questions about this submission process, please contact Dr. Kate Allman, Research Outreach and Assessment Associate in RDS. Her e-mail address is kate.allman@georgetown.edu.