

Subaward Funding Agreement (Contract)

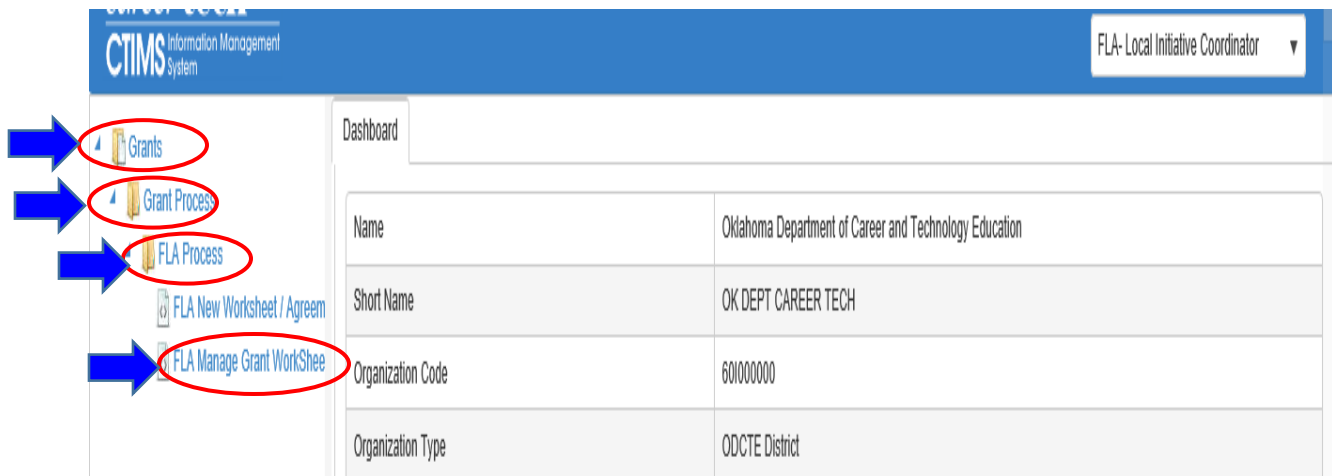
The Subaward Funding Agreement (Contract) is located within the Worksheet and is available to print as needed. Do not return this document to the Perkins Administration (FLA) office.

Printing a Fully Executed Copy of your Worksheet Contract – Subaward Funding Agreement

Once the ODCTE Contract Reviewer has approved your Worksheet Contract/Subaward Funding Agreement, you may wish to print a fully executed copy for audit purposes. This document is located in your Worksheet and can be printed by any person with an assigned CTIMS role: FLA Local Initiative Coordinator, FLA Local Finance Coordinator or FLA Local Superintendent/President. After logging in, these selections on the left of the screen should be made:

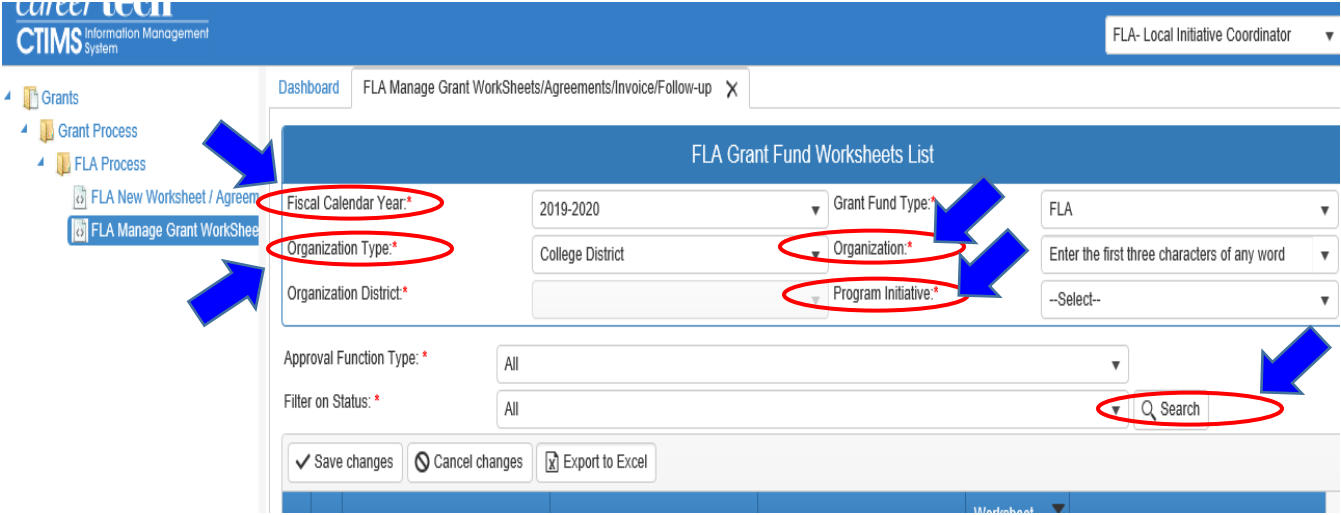
- Grants –
- Grant Process –
- FLA Process –
- FLA Manage Grant Worksheet

Do not select FLA New Worksheet again.



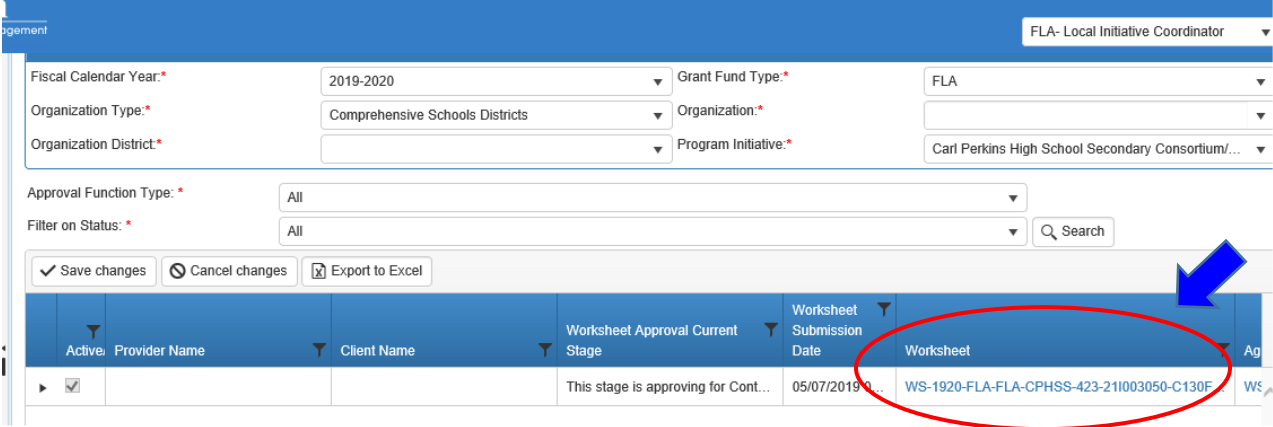
Complete the required items in the FLA Grant Funds Worksheet List:

Fiscal Calendar Year
Organization Type
Organization
Program Initiative
Search

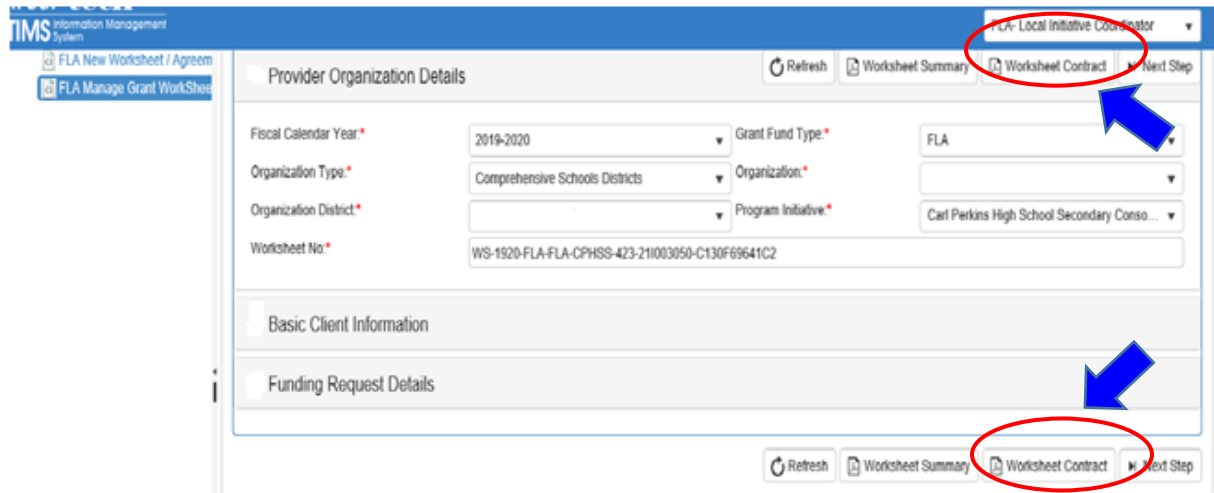


In the new section:

Scroll to the left and click on the Worksheet link under the Worksheet column. The Worksheet link is in blue and begins with "WS."



Select the **Worksheet Contract** button on either the top or bottom of the screen.



On the Subaward Funding Agreement page, select the **Save/Download button** to download your Worksheet Contract/Subaward Funding Agreement as a PDF that you can save or print. You may need to click on the **Open** button on the bottom of your screen in order to open the PDF file. Once the PDF file is open, you can save or print as normal.

