

## Q5. How do I submit a flowthrough?

A flowthrough occurs when a subrecipient at another institution sponsors an award from the prime sponsor and has an agreement with UT Southwestern.

In this example, the NIH is giving funds to MD Anderson, who has an agreement with UT Southwestern to receive a portion of the award from the NIH. The NIH (prime sponsor) issues funds to MD Anderson and MD Anderson (sponsor) then issues funds to UT Southwestern.



Once the SPA Non-Industry Contracts team receives a contract via Outlook, the Subaward inbox, or as a SPA ServiceNow ticket, the team will contact the department requesting the contract in eAgreements for SPA review.

For a flowthrough agreement, a *funding proposal ID* will already be in eGrants.

In eAgreements, create a flowthrough agreement type and begin completing the smart form. When required, type the associated Proposal ID number for the smart form to link the agreement to the funding proposal in eGrants.

If a flowthrough agreement already has been initiated in eAgreements, but there is no link to the funding proposal ID, a *back-end funding proposal* in eGrants is required. Requestors must initiate and fully execute the back-end funding proposal prior to set up.