

Subrecipients Application

Frequently Asked Questions (*External Users*)

1. Where do I go to login to the Subrecipients Application?

Users external to Duke will access the system through the external user home page. The URL for this home page is https://adgapps.duhs.duke.edu/sub_profile/login:

This screenshot shows two side-by-side boxes. The left box, titled "Please Login...", contains a "Login Name:" field, a "Password:" field, and a "Login" button. The right box, titled "Or Choose One of These Actions", contains two links: "Find My Login Name or Password" (with a sub-note: "I may have an account, but I don't know my login name and/or password.") and "Create a New Account" (with a sub-note: "I'm sure I don't have an account at Duke University").

2. If I do not have an account, how do I go about creating one?

If you have not established a profile in the Subrecipients application, click the 'Create a New Account' link on the home page (https://adgapps.duhs.duke.edu/sub_profile/login) to create an account. This link will take you to this page:

This screenshot shows the "Update Authorizing Official Information" form. It includes a "Back to Home" link. The form has several input fields: "Login Name:" (with a note "(3 to 50 characters, of your choosing)"), "First Name:", "Last Name:", "Title:", "E-Mail:", "Phone:", "Fax:", "Address:" (multiple lines), "City:", "State/Province:", "Zip:", and "Country:" (a dropdown menu currently showing "United States"). To the right, there is a section titled "Select your Institution/Organization from the list:" with a scrollable list of organizations including 3 M Company, 3D Ultrasound, Inc., 3M Corporation, 3TP LLC, A & E Partnership, A&G Pharmaceutical, A-T Children's Project, A. H. Robins, A. J. Fletcher Foundation, A. O. Smith Foundation, A. O. Stiftung-Asif Foundation, A. P. Cells, Inc., A.E. Finley Foundation, Inc., A.L. Mailman Family Foundation, Inc., AANEM Foundation for Research & Education, AANS/CNS Section of Neurotrauma and Critical Care, Aarhus University, and Aaron Copland Foundation. Below the list is a checkbox labeled "I cannot find my organization on this list". A "Save" button is located at the bottom left of the form.

Select your institution or organization from the list provided. You may type part of the name to narrow down the list.

3. What if my institution's name is not available in the dropdown list on available sites?

Subrecipients @ Duke Duke UNIVERSITY

Home Stephanie Dash NC Logout

← Back to Home

Update Authorizing Official Information

Login Name: (3 to 50 characters, of your choosing)

First Name:

Last Name:

Title:

E-Mail:

Phone:

Fax:

Address:

City:

State/Province: Zip:

Country:

Select your Institution/Organization from the list:

- 3D Ultrasound, Inc.
- 3M Corporation
- A. H. Robins
- A. J. Fletcher Foundation
- A. O. Smith Foundation
- A. O. Stiftung-Asif Foundation
- A.E. Finley Foundation, Inc.
- A.L. Mailman Family Foundation, Inc.
- Aaron Copland Foundation
- Aaron Copland Fund for Music
- Aarp andrus
- AARP Public Policy Institute
- Aastrom Biosciences, Inc.
- Abbey Biosystems, Ltd.
- Abbott Laboratories
- Abc Foundation
- Abgenix, Inc.
- Abiogenesis

I cannot find my organization on this list

Enter your Institution/Organization name:

If you cannot find their institution or organization, you may enter the name of your organization/institution into the field and save. Notify your contact at Duke University that you need a Profile Update in the Duke Sponsored Program System (SPS). That individual must notify the appropriate Duke pre-award office in order to update the SPS information. A Duke administrator will then enter the organization into SPS Standard Reference Data before any Subrecipient data can be saved.

4. Must I enter all information requested?

You should answer all questions. If you fail to enter any required information, you will get a “Save Failed” popup message with detailed error messages. For example:

Subrecipients @ Duke Duke UNIVERSITY

Home Stephanie Dash NC Logout

← Back to Home

Update Authorizing Official Information

Login Name: (3 to 50 characters, of your choosing)

First Name:

Last Name:

Address:

City:

State/Province: Zip:

Country:

Select your Institution/Organization from the list:

- St. Josephs Hospital
- St. Jude Medical Inc.
- St. Louis University
- Stanford Rook Ltd
- Stanford University
- Stanley Foundation
- Stanley J. Sarnoff Endowment For Cardiovascular Sc
- Stanley Smith Horticultural Trust

I cannot find my organization on this list

• Login Name: Must enter a login name, which will be used to log into Subrecipients@Duke. It must be at least 3 characters in length and must not have already been taken by another user.

[Close](#)

After you have successfully entered all the required information, and clicked *Save*, the following message will appear at the top of the view.

Subrecipients @ Duke Duke UNIVERSITY

Home Stephanie Dash NC Logout

← Back to Home

Update Authorizing Official Information

Your account has been successfully created or updated. You are currently logged in to Subrecipients@Duke using the Login Name *dashnc* and the Password *welcome*.
You will be prompted to change your password the next time you log in, or you may change it now by selecting 'Back to Home' and then selecting the 'Change My Password' link.

Login Name: (3 to 50 characters, of your choosing)

First Name:

Last Name:

Title:

E-Mail:

Phone:

Fax:

Address:

City:

State/Province: Zip:

Country:

Select your Institution/Organization from the list:

- St. Josephs Hospital
- St. Jude Medical Inc.
- St. Louis University
- Stanford Rook Ltd
- Stanford University
- Stanley Foundation
- Stanley J. Sarnoff Endowment For Cardiovascular Sc
- Stanley Smith Horticultural Trust
- State Farm Insurance Company
- State Justice Institute
- State Library
- State of Arizona
- State Of Delaware
- State of Florida
- State of Maine
- State of Maryland
- State of Minnesota
- State of North Carolina

I cannot find my organization on this list

5. If I have an account and have forgotten my username and/or password, how do I retrieve it?

There will be times when users *do* have an account, but cannot remember how to access it. Either they have:

- Created an account in the past, but have forgotten their login name and/or password
- Been sent a link by e-mail telling them to create an account, but have accidentally deleted the mail

By clicking the 'Find My Account or Password' link on https://adgapps.duhs.duke.edu/sub_profile/login, you will be taken to this page:

Subrecipients @ Duke Duke UNIVERSITY

Home ← Back to Home

To find an existing account, please enter your e-mail address:

Please enter an e-mail address and then press 'Search'.

If you enter their e-mail address, and it matches an account in the system, the username and password for that account will be sent to the entered e-mail address. The email will look like this:

Duke University Subrecipients System

The following User Accounts were found linked to this e-mail:

User Name	Password	Name
amonk	welcome	Adrian Monk

You are receiving this mail because someone requested that this account information be sent to your e-mail address.

6. Where do I go to fill/update my institution’s/entity’s profile information?

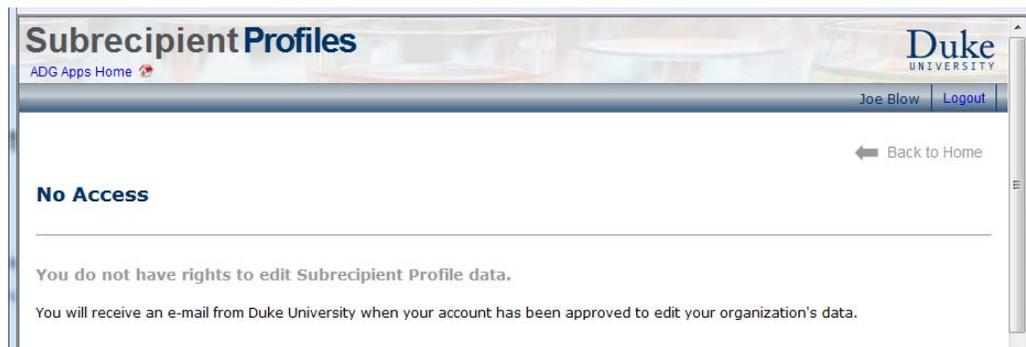
After logging into the system from the home page (URL: https://adgapps.duhs.duke.edu/sub_profile/login) the user will be taken to the main home page. This page has three options. Select ‘Edit my Organization’s profile’



The external user must be authorized by a Duke user before being allowed to enter Subrecipient data. After they have been authorized, they will see the Subrecipient Profile page:

7. Why can I not access the Subrecipient profile section even though I have an account?

If the user selects this option immediately after creating the account, the following page will display:



A Duke official must authorize the external user before the external user is allowed to enter Subrecipient data. External users will receive an email after a Duke user has authorized their account.

[← Back to Home](#)

State of North Carolina

Last Updated: 07/25/2008

Subrecipient Profile

Are you (the SR) a:

Foreign entity (Non-US)? Yes No

Non-Profit entity? Yes No

For-Profit entity? Yes No

Educational Institution? Yes No

What was your overall federal research expenditure for the prior fiscal year? \$

Current fiscal year start/end dates: (MM/DD/YYYY)

Do you have financial management system(s) that provide:

Control and accountability of project funds, property and other assets? Yes No

Records that can identify the source and application of funds for award-supported activities? Yes No

Have you engaged in lobbying activities as defined in PL 104-65? Yes No

EIN#: DUNS#: Cong. District: (e.g., NC-002)

Are you registered in the Central Contractor Registry (CCR)? Yes No

Subrecipient Audit Status

Are you subject to OMB cost principles circulars? Yes No

8. How do I change my password?

After logging into the system, the user can click on the 'Change my Password' link. The following page will display after the user clicks the link.

The screenshot shows the 'Change password for Stephanie Dash NC' page. At the top, there is a header with 'Subrecipients @Duke' and 'Duke UNIVERSITY'. Below the header, there is a navigation bar with 'Home', 'Stephanie Dash NC', and 'Logout'. A 'Back to Home' link is visible. The main content area has the title 'Change password for Stephanie Dash NC'. Below the title, there are two input fields: 'Enter New Password:' and 'Verify Password:'. A 'Change' button is located below the 'Verify Password' field.

9. Where do I go to update my user account information?

After logging into the system, users should click on the second link under the 'Welcome to Duke University' header. This link should be labeled 'Update my account information'. This link will allow users to return to the screen from which the account was created. Here they can correct or add to their personal data, or change their login name.