ASSIST has two methods in which the subaward budget information can be entered.

1. **Remote User to Complete the subaward budget in ASSIST**-Give the subaward institution contact person access to the proposal to complete the budget online in ASSIST. Click on the Manage Access button in the navigation area to the left. Click on the Add User button. You will need to request the person's eRA Commons user name. Once the name is entered, then you select the level of access to the proposal budget.

2. **Download forms to be completed offline** - Locate and click on the R&R Subwaward Budget tab in the application. Click on the Download Subaward Form button to download the Adobe subaward budget file. Once it has downloaded, then it can be emailed to your subawardee institution. When the file is completed & emailed back by the subawardee, then it can be uploaded into the R&R Subaward Budget tab by clicking on "Attach Subward Form" and following the prompts.

Note: Adobe Reader will be required to complete the downloaded Subaward budget form.