

## ORC Outgoing Subaward Processing Checklist

### SUBAWARD PROPOSAL PREPARATION: PI / Department Administrator/Proposal Manager

A complete Subaward Proposal Package should be submitted in HRS including the following:

- Scope of Work – specific to the subrecipient
- Budget – including indirect costs
- Budget Justification – specific to the subrecipient
- Letter of intent - for your convenience a [SAMPLE LOI](#) has been provided, however an institution may use their own format to provide institutional authorization
- [Subrecipient Commitment Form](#) – signed by the subrecipient authorized representative
- [Audit Certification and Financial Status Questionnaire](#) for subrecipients not subject to the Single Audit Act– signed by the subrecipient authorized representative
- [Subaward Predetermination Form](#) (if applicable)
- Any other documents required by sponsor (example: certifications, assurances and/or representations from the subrecipient)

### SUBAWARD ISSUANCE/MODIFICATION: PI/Department Administrator

If the required Subaward documents are missing from the proposal or have been revised at award they must be attached to the Award Modification Request (AMR) in HRS Grants:

- All documents required at Subaward Proposal Preparation Stage
- Scope of Work (if revised from what was submitted with proposal)
- Budget – including indirect costs **that match the request** (if revised from what was submitted with proposal)
- Budget Justification (if revised from what was submitted with proposal)
- Subaward Deliverables
- Subaward Payment/Invoicing Schedule (if applicable)
- Verification that subrecipient is compliant with IRB, IACUC approvals (if applicable)

**Incomplete subaward requests will be returned to the PI/Department Administrator to address the areas of concern.**