

## ORC Outgoing Subaward Processing Checklist

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

A complete Subaward Proposal Package should be submitted to the ORC Proposal Manager and include 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 (Note: Not required for FDP Expanded Clearing House Members)
- [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: ORC Contract Manager

ORC Contract Manager is responsible for providing the following before submitting a request to the Subaward Unit:

- All documents required at Subaward Proposal Preparation Stage
  - [Subaward Request Form](#)
- Scope of Work (if revised from what was submitted with proposal)
- Budget – including indirect costs **that matches the request** (if revised from what was submitted with proposal)
- Budget Justification (if revised from what was submitted with proposal)
- Ensure account number has been established/requested
- Ensure subcontractor budget line has been created/updated/requested with appropriate funds
- 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 contract manager and will need to be resubmitted once the areas of concern have been addressed.**