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.