

OUTGOING SUBAWARD PROCESSING CHECKLIST

SUBAWARD PROPOSAL PREPARATION:

Principal Investigator/Department Administrator:

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

Subrecipient Scope of Work

Subrecipient Budget – including indirect costs

Subrecipient Cost Share Budget (if applicable)

Subrecipient Budget Justification

[Subrecipient Statement of Intent \(SOI\)*](#) for FDP Clearinghouse members

[Subrecipient Commitment Form*](#) for non-FDP Clearinghouse members

[Audit Certification and Financial Status Questionnaire*](#)

for subrecipients that do not receive an annual audit in accordance with 2 CFR
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Any other documents required by sponsor (example: certifications, other support, biosketches,
assurances and/or representations from the subrecipient)

*The subaward forms referenced here can also be found at
<https://www.research.ucf.edu/for-researchers/subawardguidelines>

If required Subaward documents are missing or revised, updated versions must be attached to the Outgoing Subaward SmartForm in Huron.