OR Outgoing Subaward Processing Checklist

SUBAWARD PROPOSAL PREPARATION:
PI / Department Administrator

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

☐Subaward Predetermination Form (if applicable)

☐Scope of Work – specific to the subrecipient

☐Budget – **including indirect costs**

☐Cost Share Budget (if applicable)

☐Budget Justification – specific to the subrecipient

☐Letter of Intent for FDP Clearinghouse members. UCF LOI has been provided, however an institution may use their own LOI to provide institutional authorization.

☐Subrecipient Commitment Form for non-FDP Clearinghouse members - 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

☐Any other documents required by sponsor (example: certifications, other support, bio sketches, 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 OS Smartform in HRS:

☐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 (required for all subaward agreements)

☐Subaward Payment/Invoicing Schedule (if applicable)

☐IRB /IACUC Protocols (if applicable)

Incomplete subaward requests will be returned to the PI/Department Administrator to address the areas of concern before a Subaward will be issued.