

Subaward Proposal Checklist by Panel:

Review Notes: Review and respond, if subaward proposal(s) are returned for Modifications Required by the PI or the Assigned Proposal GCO.

Primary Info:

- Review the Subaward Name and edit, if desired.
- Review the Subrecipient Institution and correct, as needed.

Key Personnel:

- Add Key Personnel for the subrecipient organization

Contacts:

- Provide any contacts at the subrecipient for this subaward

Budget:

- Upload Budget and/or Budget & Justification
- Add the full budget for the subrecipient by project period for each period of the project
- Select type of F&A/Indirect Costs applied to the Subrecipient's budget
- Complete conditional fields displayed based on F&A/Indirect Cost type selected
 - Rate %
 - F&A/IDC base type
 - Rate agreement type, if applicable
- Fringe Benefits: Check box, and answer additional questions, if fringe benefit details known
- Other rates: Check box if other fringe benefits are used and additional questions, as needed
- Small Business Concern: Check the box, if applicable
- Cost-sharing: Select 'Yes' if the subrecipient is providing cost-share. If "Yes" include:
 - Amount (\$) – total amount of cost share from the subrecipient organization
 - Source(s) – Indicate the subrecipient's source(s) of the cost share
 - Justification – why cost share is being committed by the subrecipient (optional)

Compliances:

- Complete all the questions in this section

Subaward Proposal Documents:

- Upload required documents
 - Scope of Work
 - PI Letter of Intent (if required by sponsor)
 - Institutional Letter of Commitment or Subcontractor Commitment Form
- Sponsor Requirements: Check box, if applicable and upload document
 - Small Business Subcontracting Plan
 - Biosketches of all Key Personnel