**Initiate Subaward Checklist by Panel:**

**Subawards Details:**

Enter Cornell’s Invoicing Contact

Select Frequency of Invoicing

Enter “Subrecipient FFATA Description,” if applicable

**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:**

Review and/or upload Budget and/or Budget & Justification

Add the full budget by project period for each period of the project

Make sure the first period of the Budget is the expected initial period and dollar amount for the subaward agreement.

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 % (Enter only the number, do not include the percent sign)

F&A/IDC base type

Rate agreement type, if applicable

Fringe Benefits: Check box, and answer additional questions, if answer 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 (Subrecipient Commitment Form or [FDP Expanded Clearinghouse](https://fdpclearinghouse.org/))

**Subaward Proposal Documents:**

Review and/or upload required documents

Scope of Work

PI Letter of Intent (if not required by sponsor, add placeholder document)

Institutional Letter of Commitment

Sponsor Requirements: Check box, if applicable and upload document

Small Business Subcontracting Plan

Biosketches of all Key Personnel

**Deliverables:**

Deliverables required to be submitted by subrecipient to Cornell