**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