

Checklist Subagreement

When it is anticipated that a part of the work to be performed under a sponsored project will be subcontracted to an outside organization, the principal investigator will obtain and forward to the Sponsored Projects Office the following information from each proposed subcontractor:

- Account number of the project.
- Approval (if necessary) of the sponsoring agency to contract with another entity. In most cases, the subrecipient is already identified in the original proposal submitted to the agency.
- Statement of Work (SOW) that details exactly what services the subrecipient will perform. The subrecipients SOW may be extracted from the original proposal only if it specifically identifies the work to be performed by the subrecipient.
- A detailed budget from the subrecipient signed by their authorized grants official.
- The subrecipient must be able to justify the cost and pricing data. The subrecipient must have available upon request the documentation justifying prices in ALL line item categories.
- A copy of the subrecipients authorized indirect cost rate agreement (if applicable).
- All deliverables that are required and due dates.
- Any other special conditions that the subrecipient must honor for payment.
- Disposition of purchased equipment (where title will vest).
- Official name and address of the subrecipient (Institution/Company).
- Name of the contact person (in their grants office) for the subrecipient.
- Name of the subrecipient's principal investigator/project director.
- Effective dates for the subrecipient to accomplish the work. The end date cannot occur after the end date of the sponsored project.
- Budget revision (if necessary) allocated for the proper amount of funds for the subagreement.