

### SUBAWARD PROPOSAL DOCUMENTS UPLOADED TO FUNDING PROPOSAL

*For Proposals created in Princeton ERA, use the following naming conventions for subaward documents. Do not upload these documents to the Princeton ERA Agreements Smart Form. Instead, link the Funding Proposal to the Agreements Request by using the Relate Agreements Activity when creating your subaward request. The subs team will look for the proposal documents in the FP using the link you create in Agreements.*

*If the Proposal was not created in Princeton ERA, then upload all proposal documents to the supporting documents section of the smart form in Agreements.*

Subrecipient Name - Collaborative Intent Form

Subrecipient Name - Classification Form

Subrecipient Name - Statement of Work

Subrecipient Name - Budget

Subrecipient Name - Budget Justification

Subrecipient Name - IDC Agreement

Subrecipient Name - FSQ (For Non-Single Audit Subrecipients)

Subrecipient Name - Financial Documents (For Non-Single Audit Subrecipients)

Subrecipient Name - Sole Source Justification (For Contracts Only)

*Any other proposal documents related to the subaward submission should use the same naming convention and the document name should reflect the content of the document.*

### SUBAWARD REQUEST DOCUMENTS UPLOADED TO SUPPORTING DOCUMENTS SECTION IN AGREEMENTS SMARTFORM *if not already included in the Funding Proposal*

Subrecipient Name - Initiation Form

Subrecipient Name - Amendment Form

Subrecipient Name - Subaward Approval (For subawards that were proposed post-award)

Subrecipient Name - Designee Form

Subrecipient Name - IRB Approval

Subrecipient Name - IACUC Approval

Subrecipient Name - Schedule of Payments (For Fixed Price Subawards only)

Subrecipient Name - OPAR

*Any other subaward documents related to the subaward initiation or modification should use the same naming convention and the document name should reflect the content of the document.*

**NOTE:** Any revisions to the above documents should use the naming conventions above with the inclusion of the word "Revised" and the date of the document.

**i.e.** University of Pennsylvania - Budget

University of Pennsylvania - Budget - Revised -11-1-23

This Naming Conventions document was revised on 11/27/2023.