

PRINCETON SUBAWARD CHECKLIST

For more information, please contact Maria Mendes Hartstein, Subaward Administrator
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Proposal Stage

Obtain the following from **each** subrecipient institution and upload to Coeus

- Subrecipient/Contractor Classification Form**
Completed/Dated/Signed by the Princeton PI
- Subrecipient Commitment Form and all requested documents**
Completed/Dated/Signed by Subrecipient's Authorized Official
- Statement of Work with timelines and deliverables**
- Budget and Budget Justification**
F&A: federally negotiated rate or 10% de minimis
- Signed Subrecipient Financial Questionnaire Form and all requested documents**
Only if Subrecipient is not subject to annual audits
- Subaward Approval Justification Statement for Fixed Price Subaward**
If applicable and as required by Sponsor
- Sole Source Justification Form (For Contracts Only)**
Completed/Dated/Signed by the Princeton PI

Award Stage

Provide the following for **each** subrecipient institution to initiate a subaward

- Subaward Initiation Form**
Completed/Dated/Signed by the Princeton PI
- IRB, IACUC, IBC protocol approvals**
If applicable
- Cost sharing documentation and approvals**
If applicable
- Schedule of Payments**
If applicable – for fixed price subawards only
- If subaward was not approved at the proposal stage**
Documented sponsor approval is required – work with your GCA to obtain
- If there are modifications from the originally submitted proposal**
A revised statement of work with timelines, deliverables, budget and justification is required
- Confirm sufficient funds are budgeted for Prime Budget Items SUBG25/SUBL25**
If not, complete the OPAR form and submit it to your GCA for approval