6. I am issuing a subaward to a subrecipient that is conducting human subjects and animal work.

4. When does a subrecipient need to complete a Financial Status Questionnaire (FSQ)?

2. I have a proposal that includes three subawards. One to a US university, one to a small not-for-profit company and another subaward to be issued to a foreign subrecipient.

1. Where do I submit my subaward requests?

WORK WITH YOUR ORPA CGA TO DETERMINE IF THE AWARD WILL BE SUBJECT TO UNIFORM GUIDANCE (UG). IF NO, WHAT SHOULD I INCLUDE IN MY PROPOSAL?

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PRINCETON SUBAWARD INITIATION CHECKLIST

### COST REIMBURSABLE SUBAWARD
Submit the following for each subrecipient to initiate a subaward to subaward@princeton.edu

- **If subaward was not approved at the proposal stage**
  - Documented sponsor approval is required – work with your GCA to obtain

- **Subaward Initiation Form**
  - Completed/Dated/Signed by the Princeton PI

- **PI Designee Form**
  - Completed/Dated/Signed by the Princeton PI

- **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**
  - If there are modifications from the originally submitted proposal

- **Budget and Budget Justification**
  - F&A: federally negotiated rate or 10% deminimis
  - If there are modifications from the originally submitted proposal

- **Signed Subrecipient Financial Questionnaire Form and all requested documents**
  - Only if Subrecipient is not subject to annual audits ($750,000 in federal expenditures)

- **Subrecipient IRB, IACUC, IBC protocol approvals**

- **Cost sharing Budget and Budget Justification**

### FIXED PRICE SUBAWARD
In addition to the above documentation, provide the following for each fixed price subrecipient institution to modify a subaward

- **Confirm sufficient funds are budgeted for Prime Budget Items SUB>25/SUB<25**
  - If not, complete the OPAR form and submit it to your GCA for approval

- **Sponsor Approval of fixed price subaward**

### PRINCETON SUBAWARD PROPOSAL CHECKLIST
Obtain the following for each subrecipient institution and upload to proposal submission

- **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% deminimis

- **Subrecipient/Contractor Classification Form**
  - Completed/Dated/Signed by the Princeton PI

- **Statement of Work with timelines and deliverables**

- **Budget and Budget Justification**
  - F&A: federally negotiated rate or 10% deminimis

- **Signed Subrecipient Financial Questionnaire Form and all requested documents**
  - Only if Subrecipient is not subject to annual audits ($750,000 in federal expenditures)

### FIXED PRICE SUBAWARD
In addition to the above documentation, obtain the following for each fixed price subrecipient institution

- **Subaward Approval Justification Statement for Fixed Price Subaward**
  - (USG fixed price only)
  - Include specific approval language in Princeton proposal Budget Justification (contact Subaward Administrator if necessary)

- **Verification of Subrecipient DUNS Number and SAM Registration**
  - (Applicable to Federally fixed price awards only)

- **Schedule of Payments (Approved by PI)**
  - If applicable – for fixed price subcontracts only

- **Sponsor Approval of fixed price subaward**

### PRINCETON SUBAWARD CHECKLIST FOR MODIFICATIONS
Provide the following for each subrecipient institution to modify a subaward

- **Confirm sufficient funds are budgeted for Prime Budget Items SUB>25/SUB<25**
  - If not, complete the OPAR form and submit it to your GCA for approval

- **Subaward Modification Request Form**
  - Completed/Dated/Signed by the Princeton PI

- **Subrecipient updated IRB, IACUC, IBC protocol approvals**

- **Verification of Subrecipient DUNS Number and SAM Registration**
  - (Applicable to Federally fixed price awards only)

- **Schedule of Payments (Approved by PI)**
  - If applicable – for fixed price subcontracts only