

## Subaward Documents Naming Conventions

SUBAWARD PROPOSAL DOCUMENTS UPLOADED TO FUNDING PROPOSAL
<i>Use same naming conventions for uploading Proposal Documents to Supporting Documents Section in Agreements Smartform if not already included in Funding Proposal</i>
Subrecipient Name_Statement of Collaborative Intent (Commitment form)_Date
Subrecipient Name_Subrecipient/Contractor Classification Form_Date
Subrecipient Name_Statement of Work_Date
Subrecipient Name_Budget_Date
Subrecipient Name_Budget Justification_Date
Subrecipient Name_Indirect Cost Rate Agreement_Date
Subrecipient Name_Other Documents_Date <i>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.</i>
SUBAWARD REQUEST DOCUMENTS UPLOADED TO SUPPORTING DOCUMENTS SECTION IN AGREEMENTS SMARTFORM <i>if not already included in the Funding Proposal</i>
Subrecipient Name_Subaward Initiation_Date
Subrecipient Name_Initiation Additional Instructions_Date
Subrecipient Name_Subaward Amendment_Date
Subrecipient Name_Amendment Additional Instructions_Date
Subrecipient Name_ Subaward Approval Documents_Date
Subrecipient Name_ Designee Form_Date
Subrecipient Name_ IRB Approval_ Date
Subrecipient Name_IACUC Approval_ Date
Subrecipient Name_Indirect Cost Rate Agreement_Date
Subrecipient Name_Financial Status Questionnaire_Date
Subrecipient Name_Financial Records_Date
Subrecipient Name_Schedule of Payments_Date
Subrecipient Name_Sole Source Justification_Date
Subrecipient Name_Other Documents_Date <i>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.</i>
NOTE: Any revisions to the above documents should use the naming conventions above with the inclusion of the word "Revised" before the date of the document. i.e. University of Pennsylvania_Budget_08-01-20 University of Pennsylvania_Budget_Revised_8-20-20
DATE FORMAT: xx-xx-xx