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

☐ 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 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
   o If there are modifications from the originally submitted proposal
     A revised statement of work with timelines, deliverables is required

☐ Budget and Budget Justification
   F&A: federally negotiated rate or 10% deminimis
   o If there are modifications from the originally submitted proposal
     A revised budget and justification is required

☐ Signed Subrecipient Financial Questionnaire Form and all requested documents
   Only if Subrecipient is not subject to annual audits ($750,000 in federal expenditures)
   Document Examples:
   1. Financial Statements, Audited or Unaudited
   2. Profit and Loss Statement and Balance Sheet
   3. Tax Returns: Schedule C or Schedule K1

☐ Subrecipient IRB, IACUC, IBC protocol approvals
   If applicable

☐ Cost sharing Budget and Budget Justification
   If applicable

☐ Sole Source Justification Form (For Contracts Only)
   Completed/Dated/Signed by the Princeton PI

Fixed Price Subaward
In addition to the above documentation, submit the following for each fixed price subrecipient

☐ Schedule of Payments (Approved by PI)
   If applicable – for fixed price subawards only

☐ Sponsor Approval of fixed price subaward