Cost Reimbursable Subaward

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

☐ Confirm if subaward is under Restricted Carry-Forward
  If yes, contact your subaward administrator

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

☐ Updated and Signed Subrecipient Financial Status Questionnaire Form
  If more than one year since initiation or last modification, provide updated FSQ along with updated financial documents
  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 updated IRB, IACUC, IBC protocol approvals
  If applicable

☐ If there are any changes in SOW/Budget obtain and submit revised documents from subrecipient
  A revised statement of work with timelines, deliverables, budget and justification is required

Fixed Price Subaward

In addition to the above documentation, provide the following for each fixed price subrecipient institution

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