Cost Reimbursable Subaward
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

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

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

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 (UG 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 funded awards only)
   ☐ Step 1: Apply for DUNS Number (http://fedgov.dnb.com/webform/displayHomePage.do)
   ☐ Step 2: Register the Entity in SAM (https://www.sam.gov/SAM/)