**Proposal Stage**

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

- **Subaward Approval Justification Statement for Fixed Price Subaward**

- **Verification of Subrecipient DUNS number and SAM Registration**
  (Applicable to Federally funded awards only)
  - Step 1: Apply for a DUNS Number ([Link Here](#))
  - Step 2: Register the Entity in SAM ([Link Here](#))

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

**Award Stage**

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

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

- **Financial Questionnaire required documents**
  Examples:
  1. Financial Statements, Audited or Unaudited
  2. Profit and Loss Statement and Balance Sheet
  3. Tax Returns or Schedule C or Schedule K1

- **If there are modifications from the originally submitted proposal**
  A revised statement of work with timelines, deliverable, and budget is required

- **Schedule of Payments**

- **IRB, IACUC, IBC protocol approvals**
  If applicable

- **Cost sharing documentation and approvals**
  If applicable

- **Confirm sufficient funds are budgeted for Prime Budget Items SUBG25/SUBL25**
  If not, complete the OPAR form and submit it to your GCA for approval