PRINCETON SUBAWARD CHECKLIST

For more information, please contact María Mendes Hartstein, Subaward Administrator
mhartst@princeton.edu, 609-258-7322

Proposal Stage
Obtain the following from each subrecipient institution and upload to Coeus

☐ 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
   Only if Subrecipient is not subject to annual audits

☐ Subaward Approval Justification Statement for Fixed Price Subaward
   If applicable and as required by Sponsor

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

Award Stage
Provide the following for each subrecipient institution to initiate a subaward

☐ Subaward Initiation Form
   Completed/Dated/Signed by the Princeton PI

☐ IRB, IACUC, IBC protocol approvals
   If applicable

☐ Cost sharing documentation and approvals
   If applicable

☐ Schedule of Payments
   If applicable – for fixed price subawards only

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

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

☐ 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