

PI:

PTAP#

ORS RA:

AU #

ORS RA:

Preaward/ Proposal Stage

Post Award-Before Issuing the Subaward

Reviewed to confirm that the organization classifies as a subrecipient, as opposed to a contractor/Vendor.
See 2 CFR § 200.330 of the UG

Sent the Subaward Institution the Statemnt of Intent (SOI) & ORS's Subrecipient Assessment Form (SAF) **(2 separate documents)**

Received the signed & completed Statement of Intent
(SAF can be after but before issuing the Subaward)

Checked and printed SAM.gov

Letter of Collaboration (LOC)-**Optional** **(the SOI serves as LOC)**

Subrecipients portion of work to be performed (SOW)

Budget in excel

Budget justification

Do we have the completed and signed SAF?
(The Subrecipient Checklist was replaced by this form)

Confirm Budget Amount -**proposed vs. awarded**

Request Subrecipient's W-9

Recheck SAM.gov

Completed Risk Assessment ***ensure that the adequate reporting levels are applied according to risk assessment**

Document if any regulatory compliance approvals have been obtained before the subaward can be issued.

Complete and send Subaward template to Sub for partial execution