

Prime Award Information:

Department Subaward Checklist

ORSO #

Federal Agency

Prime Award Number

Non-Federal agency

Title:

WSU PI:

FAIN #:

CFDA

AWD#

POP:

Subrecipient Information

FFATA:

Subrecipient Organization

Entity PI:

Carry forward

Subaward Amount

Cost Share

POP:

Subaward Checklist

Budget approved and accounts reviewed for subaward

OBJ 14 home account amount:

Audit or financial statement reviewed

Budget of subaward:

Verified carryforward requirements

Entities up to 3 subs Amount:

Verified RCR, COI, and other flow down training requirements

Foreign subs check on [Sanctions Prgms. and County Information](#)

Received the following completed forms:

Total:

Sub Initiation Form you need to attach the following:

LOI – check the eREX for submission at proposal stage in MyResearch

Subrecipient [FCOI forms 1 and 2](#), as needed for PHS award, DOE, HHS, NSF awards if Subrecipient is not listed in [FCOI Clearinghouse](#): <https://thefdp.org/default/fcoi-clearinghousecompliant-entities/>

SOW (Subrecipient Statement of Work)

Budget (Subrecipient Budget) needs to match funding and Budget Justification

Budget Justification (Subrecipient) needs to match Budget

F&A Rate Agreement (Subrecipient)

Financial Statement/if not in the [Federal Clearinghouse](#): one of these will also work:

3rd party audited Financial Statements; Financial Statements; Financial Reports; Tax Return; Questionnaire + Profit and Loss Questionnaire

[RCR](#) form to determine if Subrecipient has an RCR policy NSF; NIH; USDA/NIFA

W9 for new **domestic suppliers** (if Subrecipient is not a Supplier in WD) search for "Find Suppliers"

W8BENE for **foreign Subrecipients only** (if Subrecipient is not a Supplier in WD) search for "Find Suppliers" export control checked

Confirm that agency provided correct UEI# and contact information

Human Subjects

IRB Exemption:

if approved IBC #

Animal Subjects

IACUC Exemption:

if approved ASAF#

Technical reporting

Monthly

Quarterly

NSF Safe and Inclusive Working Environment Plan (please attach on NSF subs)

Annual

Final

Select Agents:

Sent to Agency:

Date:

Subinitiation filled out and emailed to ORSO

TO:

CC:

Date:

Prime Award Information: Federal Agency:

Non-Federal agency

Title:

AWD #:

FAIN #:

Subcontract/Subaward

POP:

WSU PI:

Carry forward

FFATA:

Subaward Processing Check-list

- Verified all necessary compliance completed by WSU PIs (SFI, FCOI, RCR, IP)
- 2nd verification of Object 14 funds availability, w/consideration of other related subs
- Does subrecipient use WSU's FCOI? If **Yes**, did we email Form 2?
- Can draw down dates be met by SPS for Subs to final bill?(Allow 60 days)

Reporting Technical/Progress Reports.

Subinitiation filled out:

Double Checked if Initiation is filled out.

Documents Attached as listed under **Sub Initiation Forms**

WSU PI Verification incl. FCOI Statement checked and Signed by PI

Other:

Sent to Agency:

TO:

Date:

CC:

Subinitiation filled out and emailed to ORSO

Date: