**Subaward Review Checklist**

**(Fillable Form)**

 Y N N/A

[ ]  [ ]  [ ]  Was a subaward included in the proposal?

Is subaward included in the award? If not, is sponsor approval required prior to issuance of the subaward? (Note: Contact the OSPA RA for assistance.)

[ ]  [ ]  [ ]

[ ]  [ ]  [ ]

Have subrecipient commitment forms been completed by each subrecipient? (Note: Commitment forms should be obtained at the time of proposal submission and are not required if the subrecipient is part of the FDP pilot.)

<http://sites.nationalacademies.org/PGA/fdp/PGA_171219>

[ ]  [ ]  [ ]

Have the budget & scope of work been reviewed by the PI?

[ ]  [ ]  [ ]

Is OLAW Assurance needed for subrecipient institution?

[ ]  [ ]  [ ]

If the budget and/or scope of work has changed since the proposal, has the change been agreed to by the subaward PI/institution?

[ ]  [ ]  [ ]

Has the Subagreement request form completed and submitted to OSPA via <https://www.research.uky.edu/aspnet/vsprojects/OSPA/SubAgreement/> ?

The following documents must be included with the subagreement request form.

* Detailed budget & budget justification
* Detailed scope of work
* Copy of IRB or IACUC approval for subrecipient
* Copy of RCR certificates (Note: Applicable to NIFA and NSF awards involving students.)

[ ]  [ ]  [ ]

If the prime award budget was cut, has the subaward budget been adjusted? (Note: The subrecipient must approve the revised subaward budget prior to submission to OSPA.)

[ ]  [ ]  [ ]

Does the requested period of performance match (doesn’t start before or end after) the prime award’s period?

[ ]  [ ]  [ ]

Are funds available to cover the subaward budget in the appropriate GLs 530200 and 530201?

Does the requested payment frequency coincide with how UK receives funding from the sponsor? (Note: Upfront payment requires OSPA prior approval.)

[ ]  [ ]  [ ]