**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.)