

Principal Investigator Name:

Coeus No.

Subrecipient Name:

Checklist for Subrecipient Proposal Documentation

Make project role determination - if applicant is a subrecipient or contractor (if contractor role, do not include as subrecipient in the proposal).

Determine if the Subrecipient is a potential High Risk Sub. Include on Route Sheet.

Obtain all subrecipient(s) contact information (PI and SPS contact)

Check Subrecipient Risk Analysis Portal to determine if the entity is part of the FDP Expanded Clearinghouse or if the entity has a valid (past 12 months) Entity Profile on file.

If the entity is not party of the FDP Expanded Clearinghouse or does not have a valid Entity Profile, send the Entity Profile form to the subrecipient.

Provide Letter of Intent to all potential subrecipients.

Verify Subrecipient provided the following required information (as applicable)

Subrecipient's statement of work clearly evident in the proposal.

Subrecipient's budget justification in appropriate detail as required by the sponsor.

All Subrecipient's biosketches and current and pending have been received and are within sponsor guidelines (if applicable).

All Subrecipient's other required documents have been received in appropriate sponsor format (if applicable).

Assurances or certifications at the time of submission has been received (if applicable).

Animal or human subjects, if present, have been flagged in Coeus.

Subrecipient has submitted a Small business Subcontracting Plan (if required by solicitation).

Subrecipient has compliant FCOI policy (Section D of Entity Profile, FDP Certifications Tab, FDP FCOI Clearinghouse)

***If sub has certified they have an active and enforced FCOI policy - you do **NOT** need to add this sub to the PDD even if they **are not** listed in FDP.

Institutional approval received and verified (via Letter of Intent or Cover Letter).

Verify Subrecipient Budget with the following information for accuracy:

Fringe rate and F&A rate cost applied correctly on the subrecipient's budget.

Documentation of subrecipient's F&A and fringe benefits have been received.

Upload Documents in Coeus

Notate on Route Sheet if Subrecipient Entity Profile has not been received

Verify Subrecipient Statement of Work and Budget with Purdue PI:

Send SOW, Budget, and Budget Justification for approval (PI should ensure the sub proposal is in line with expectations).

After submission, if the Subrecipient Entity Profile has not been provided please follow these steps:

Follow up with the subrecipients via email. Include the PI from both institutions on the emails.

Contact a minimum of two times to try to obtain the requested information

After the second request the staff member should notify the Purdue PI that the missing subrecipient(s) information may delay the setup up of accounts if the project is funded.

If the required information cannot be obtained, the follow-up dates and contact information should be included on the route sheet.