

Principal Investigator Name:

Coeus Number:

Subrecipient Name:

Checklist for Subrecipient Proposal Documentation

	Completed
Make project role determination if applicant is a subrecipient or contractor(if contractor role, subrecipient commitment for will not be required)	
Obtain all subrecipients(s) contact information (PI and SPS contact)	
Check FDP FCOI Clearinghouse website to determine appropriate Subrecipient Commitment form to send. If sub is listed in the FDP clearinghouse (regardless of sponsor) always send the FDP Sub form to the Subrecipient.	
Provide subrecipient commitment form to all potential subrecipients. <u>PHS</u> - Sub form should be sent if you are submitting a proposal to a PHS or PHS like sponsor and the sub IS NOT listed in the FDP clearing house. <u>NON-PHS</u> - form should be sent if you are submitting a proposal to any non-PHS sponsor and the sub IS NOT listed in the FDP clearing house.	

Verify Subrecipient Commitment Form has been completed with the following required information (if applicable)

	Completed
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 bio sketches and letters of support have been received and are within sponsor guidelines.	
All Subrecipient's other support 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 subject approvals at the subrecipient's site have been received. (if applicable)	
Subrecipient has submitted a Small business Subcontracting Plan (if required by solicitation).	
Subrecipient has completed Section E - Conflict of Interest. ***If sub has certified they have an active and enforced FCOI policy - you <u>DO NOT</u> need to add this sub to the PDD even if they are not listed in FDP.	
Institutional approval received and verified.	

Verify Subrecipient Budget with the following information for accuracy:

	Completed
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 Commitment Form has been received	

After submission, if the Subrecipient Commitment Form has not been provided please follow these steps:

	Completed
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.	