SUBAGREEMENT: AWARD MANAGEMENT CHECKLIST

As a tool to assist departments with proposing, managing, and closing subagreements per Federal Regulations and best business practices, checklist have been created. These checklists are not exclusive and may include additional actions. Below are actions to monitor during the life of the subagreement.

- Review scientific/technical reports from subrecipient to confirm obligations are being met
- Review subrecipient invoices to ensure invoicing matches the payment method in subcontract
  - If Principal Investigator signs invoice confirming work performed is satisfactory, process payment within 30 days of receiving invoice
- Be aware of any changes that are being made to the Prime agreement as these may flow down to the subrecipient
- Assess if amendment is needed (see additional information about amendments)
- Follow SIP process for needed amendments
- Contact the Contracting Officer or Sponsored Projects Specialist with specific questions concerning a subagreement