SUBAGREEMENT: PROPOSAL 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 proposal of the subagreement.

Is there part of the scope of work that would benefit from having an entity outside of UNC complete it? Would this entity be a vendor or subrecipient?

If both answers to the above questions are “Yes”, then upload the below information to RAMSeS and complete the subrecipient information in the RAMSeS Internal Processing Form (IPF).

PROPOSAL

☐ Confirm any special requirements from the sponsor for a subrecipient
☐ Incoming Letter of Intent
☐ Budget (including the subrecipient F&A/indirect costs)
☐ Budget Justification
☐ Scope of Work
☐ Certification from Subrecipient Institution

JUST-IN-TIME/INTENT TO FUND

☐ Review all submitted documentation from subrecipient to confirm it matches the most updated information
☐ Began working on any compliance items, such as IACUC or IRB protocol, that are still outstanding
☐ Let the Sponsored Projects Specialist for that agreement know whether any subrecipients need to be added or removed from the IPF.

If co-investigator or key personnel we need current and pending support