

SUBAWARD CHECKLIST

To issue a subaward/subcontract from ORSP to another institution, organization or business, please complete and provide by email this **form**, a **budget**, and **scope of work** to your appropriate grant specialist. It is the academic department's responsibility to insure that the vendor (sub-recipient) is in the RIAS procurement system.

Requestor's Name and/or Role on Project: _____

Requestor's Phone: _____ Requestor's e-mail: _____

Subaward/Subcontract Amount: _____

Subaward Start Date: _____ Subaward End Date: _____

Prime Sponsor Award #: _____

Prime Sponsor Name: _____

CFDA #: _____ Rutgers grant account #: _____ ORSP Log #: _____

RIAS Organizational ID#: _____ RIAS Building Location Code: _____

ARRA (Stimulus) Funding? YES NO (If yes, attach ARRA Sub-recipient Commitment Form)

Project Title: _____

Rutgers PI: Name: _____ Phone: _____

 E-mail _____ Fax: _____

 Address: _____

Rutgers Department: Name: _____

 Address: _____

Sub-recipient PI: Name: _____ Phone: _____

 E-mail _____ Fax: _____

 Organization Name: _____

 Address: _____

Sub-recipient Name: _____ Phone: _____

Grants Officer: E-mail _____ Fax: _____

 Organization Name: _____

 Address: _____

 Sub-recipient EIN: _____

Is Rutgers collecting F&A (indirect costs) on this agreement? YES NO

If Yes, please indicate the rate and the base being used (i.e. 54.5%MTDC, 10%TDC) _____

Notes/Comments for Grant Specialist: _____

Will human subjects be used in the course of the research at the sub-recipient institution?

YES NO Note: If "YES", copy of sub-recipient approval required.

(If questions, contact Erica Graser at 732-932-0150 x2113 or graser@orsp.rutgers.edu)

Will animals be used in the course of the research at the sub-recipient institution?

YES NO Note: If "YES", copy of sub-recipient approval required.

(If questions, contact Lauren Zizza at 732-932-0150 x2109 or zizza@orsp.rutgers.edu)

For ORSP internal use only:

___ S/C 37000: _____

___ S/C 37100: _____