

New Subaward Request Checklist

MIT Information

PI Name _____

Admin Contact Name _____

Subaward Project Title _____

Subrecipient Institution Information

Legal Org Name _____ UEI (required to issue subaward) _____

Performance Site Address
(if different than legal address) _____

Sub PI Name _____ Email _____

Administrative Contact _____ Email _____

Contract Negotiation Contact _____ Email _____

Basic Subaward Information

Parent Award/Account ID Number _____

Total Anticipated Subaward Period of Performance: Start Date _____ End Date _____

Initial Obligation Period of Performance (Year 1 if multi-year) Start date _____ End Date _____

Total Anticipated Subaward Funding: \$ _____ **Initial Obligation** Subaward Funding Amount: \$ _____

Other Applicable Items

Cost Share: _____ Cost Share Amount: _____

Human Subjects: _____ Does Subawardee have IRB Approval? _____ (If yes, upload)

Animal Subjects: _____ Does Subawardee have MIT CAC Approval for animal protocol? _____ (If yes, upload)

Documents to Attach to Requisition

- ☐ Subrecipient Letter of Intent/Commitment
- ☐ Sub-specific SOW (subawardee tasks only)
- ☐ Sub-specific budget/justification (initial obligation and anticipated amount – subawardee only)
- ☐ Sub-specific cost share budget (initial obligation and anticipated amount)
- ☐ Subawardee IRB/IACUC Approval Documents
- ☐ Ancillary agreements if applicable (e.g., non-disclosure agreement, material transfer agreement)
- ☐ Additional documents: (*Award letter for internally granted, Email communications*)

Special Instructions (i.e. Multiple PI award, delayed onset, extraordinary circumstances)