REQUIRED DOCUMENTATION
CHECK IT OFF THE LIST

WHAT DOCUMENTATION IS REQUIRED?
WHEN?

OUTGOING SUBAWARD (SPA prepares subaward agreement draft) -
1. @ GRANT PROPOSAL submission through COEUS & PEER G Log
   —CONTRACT REQUEST through G Log in PEER (for Subcontracts Team to begin work)
2. @ ADD-ON SUBRECIPIENT REQUEST through PEER
   • “Log an Add-On Sub” option under “Grants, Proposals & Awards”
   —CONTRACT REQUEST through G Log in PEER (for Subcontracts Team to begin work)

INCOMING SUBAWARD (Other Party prepares subaward agreement draft) -
1. @ GRANT PROPOSAL submission through COEUS & PEER G Log
   —@ CONTRACT REQUEST through PEER through G Log (for Subcontracts Team to begin work)

DON'T FORGET TO INCLUDE:
OUTGOING SUBAWARDS –

DEPARTMENT submits with EVERY OUTGOING Subaward –

@ Proposal in COEUS
1. Subrecipient Statement of Collaborative Intent (SSCI)—possibly requiring the submission of the “Subrecipient PHS Financial Disclosure & Training form” depending on responses to the SSCI (page 2 for non-FDP institutions).
2. Subrecipient Budget which includes Period of Performance
3. Subrecipient Budget Justification
4. Subrecipient Statement of Work (SOW)

@ Contract Request in PEER (once your PI receives the Prime Award)
1. Items #1-4 above PLUS the Prime Award NOGA

Maybe –
- IRB Approval letter
- Human Sxs – Checklist (coming soon)
- IACUC Approval letter
- Multi-PI Plan
- Sharing/Resource Plan

DON'T FORGET TO INCLUDE:
INCOMING SUBAWARDS –

DEPARTMENT submits with EVERY Incoming Subaward –

@ Proposal in COEUS
1. Letter of Intent (the other institution's form or a commitment letter)
2. Your Budget for the Other Party’s Project includes Period of Performance
3. Your Budget Justification
4. Your Statement of Work (SOW) for the Other Party’s Project

@ Contract Request in PEER (once OP has provided you with a draft agreement)
1. Draft agreement which includes items #2-4 PLUS the Other Party's NOGA