
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