
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