Subrecipient Name:

Principal Investigator: Funding Proposal #:

Subrecipient Monitoring – Pre-Award Checklist		
	FDP Expanded Clearinghouse	**All Others**
Initiation of Subaward		
Project role determination - evaluate if applicant is performing as a subrecipient or contractor (if contractor role, do not include as subrecipient in the proposal). ***Pay special attention to industry/for-profit entities, foreign entities, and National Labs or other Federal entities.***		
Check the SPS Entity Profile Report (K:_DeptAll\PreAward\Subrecipient Documentation) to determine if the entity has a valid (past 12 months) Entity Profile on file. If not, send the Entity Profile form to the subrecipient.	N/A	
Provide Letter of Intent to all potential subrecipients. FDP EC participants may use Purdue provided LOI or their own template.		
Subaward Status and Document Review		
Check SAM for active profile/debarred status.	N/A	
Institutional approval received and verified (via Letter of Intent or Cover Letter).		
Completed Entity Profile received and reviewed. Send to: spsopers@purdue.edu	N/A	
Subrecipient's statement of work adequately detailed.		
All Subrecipient's biosketches and current and pending have been received and are within sponsor guidelines (if applicable).		
All Subrecipient's other required documents have been received in appropriate sponsor format (if applicable).		
Assurances or certifications required for submission received (if applicable).		
Subrecipient has submitted a Small business Subcontracting Plan (if applicable).		
Subrecipient has compliant FCOI policy (Section D of Entity Profile, FDP Certifications Tab, FDP FCOI Clearinghouse) ***If sub has certified they have an active and enforced FCOI policy, you do NOT need to add this sub to the PDD even if they are not listed in FDP.		
Subaward Budget Review		
Documentation of subrecipient's F&A and fringe benefits received.	N/A	
Fringe and F&A* rates applied correctly on the subrecipient's budget. *If the subrecipient doesn't provide a copy of their most recent F&A rate agreement or a URL link to it, the de minimis rate of 10% should apply)	N/A	
No additional fees are included.	N/A	
Subrecipient's budget justification in appropriate detail as required by the sponsor.		
PI Review		
Send SOW, Budget, and Budget Justification for approval (PI should ensure the sub proposal is in line with expectations).		
PERA and "Add Comment" note – Finalizing the Proposal		
Upload all Subrecipient Documents in PERA		
Subrecipient Animal or human subjects, if present, complete in PERA.		
Note in Add Comments Notable Information if Subrecipient Entity Profile not received.	N/A	
Note in Add Commnets Notable Information if entity is a potential High Risk sub.	N/A	
If any documents are missing, Follow up with the subrecipients via email. Include the PI from both institutions on the emails.		