

The Principal Investigator (PI) is responsible for:

Ensuring that there is no conflict of interest in the subaward to a subrecipient, as subawards should not be authorized to subrecipients where the PI has ownership, substantial equity, or where he/she will receive individual gain from such agreement

Establishing and maintaining communication with subrecipients during proposal preparation and submission, and after subaward is issued

Reviewing initial budget of the subrecipient for reasonableness and that the costs are within the scope of work

Ensuring technical deliverables identified in subrecipient statement of work are complete and received in a timely manner

account is to be charged

Collecting and reviewing technical reports

Discussing poor performance or non-

The Office for Sponsored Research is responsible for:

Reviewing and collecting the subrecipient proposal, budgets, and supporting documentation (statement of work, budget, budget justification, DUNS#, letter of

Ensuring proper institutional sign offs on proposals and financial commitments

Working with the Grants Administrator to assess the level of risk prior to issuing a subaward and determining the appropriate type of subaward to issue.

Working with the Grants Administrator to identify additional terms and conditions for the subaward for medium and high risk subrecipients