



Boston College
OFFICE FOR SPONSORED PROGRAMS

Subaward Checklist

Required Documents

Please use this form for guidance when working with new and existing Subawards

New Subaward

Initiated by the Department

- * Statement of Work
- * Detailed Budget
- * Budget Justification
- * Subrecipient Commitment Form
- * Other documents as required by Sponsor
- + Subrecipient F&A Rate Agreement
- + Subrecipient Fringe Benefits Rate Agreement
- Audit/Financial Status verification (to be conducted by OSP)
most recent A-133 audit report or Subrecipient Profile
- Subrecipient Risk Analysis (to be conducted by OSP)

If applicable:

- Human subjects approval docs
- Animal subjects approval docs

If the prime is a contract:

- + Sole Source Justification

Additional requirements may apply – check terms of prime award

* required at time of proposal

+ recommended at time of proposal

Modifications

No Cost Time Extension, Time and/or Money

Initiated by Department

Adds time and/or money without changing the total estimated cost for the Project.

- Audit/Financial Status verification by OSP (most recent A-133 or Audit Letter)
- Risk Analysis review by OSP

If applicable:

- current human subjects approval docs
- current animal subjects approval docs

Administrative

Changing terms of the award without adding time or money

- No additional required documents

Supplements

Initiated by Department

Adds new money and increases the total estimated cost for the project

May be associated with a supplemental scope of work or scope of work change

- all documents under “New Subawards” above, except for the Commitment Form and Subrecipient Risk Analysis. Rate agreements and audit report required only if most recent is not on file