Department Subaward Checklist

We are always happy to help- please email all inquiries to subawards@ucdavis.edu.

Initial Subawards
In order to process each subaward we will need the following information for each subawardee prior to issuing the agreement.

☐ Subawardee Name
☐ PI Name
☐ Scope of Work
☐ Detailed budget with justification
☐ Period of performance
☐ Basis for selection- Competitive solicitation or unique qualifications
☐ Subrecipient Commitment Form (with FCOI disclosures when applicable)
☐ Mini-Audit Questionnaire (or link to A-133 audit)

Amendments to Existing Subawards
The following information is needed for each of the subcontractors to issue amendments.

☐ Scope of Work (if changed)
☐ Budget (if subsequent funding)
☐ Is carry-forward authorized?
☐ Any issues or changes with your subawardee(this helps us to properly incorporate language):
  ○ Has the PI changed?
  ○ Has there been a rebudget?
  ○ Have there been problems with performance or receiving invoices?

Notes:

- SAMs (www.sam.gov) registration is required for all subawards under awards subject to FFATA.
- A DUNS number is required for all subawards under awards funded by federal and federal flow-through funds.
- It is not a requirement of sponsored programs to specify the amount of carry-forward in a subaward.