

Affiliate Subcontract Preparation Checklist

To Do: Assess if the subcontract is required for a new proposal or renewing award.

If New Proposal:

- Request RFA, project period dates, total award budget planned for NU and how the PI would like to distribute the funds.
- Request specific aims page.
- Request information regarding any Northwestern University collaborators and where the work will take place.
- Request deadline for draft budget _____

If Current Award is Renewing:

- Confirm project dates, budget, effort for individual on award.
- Confirm other support information.
- Confirm there are no additional NU personnel or resources to be added in project year.
- Request deadline for draft budget _____

To Do: Initiate tracking of subcontract request to ensure the timely completion of the process.

- Log the request into the subcontract tracker and follow up in the event that we do not receive information or signatures in a timely manner to ensure we meet all proposal deadlines.

To Do: Provide Draft Budget to Affiliate Organization/Initiate OSR documents

- Obtain budget data from NU sources, including Evanston collaborators.
- Provide draft budget to affiliate organization as requested on deadline.
- If a renewing award, initiate OSR documents for signature (OSR 1, OSR 100s for all parties) when draft budget is provided.
- If a new award, initiate OSR documents after budget is edited by PI at affiliate organization

To Do: Obtain Subcontract Agreement from Affiliate

- Subcontract agreement from affiliate will be sent to RA; if sent to OSR as well, OSR 1 and 100's should already be on file.
 - If OSR doesn't have the agreement, the agreement will be given to OSR with OSR1 and OSR 100's together even if the forms are re-sent to ensure that the package arrives whole.
 - OSR will then execute the subcontract internally and send to affiliate for signature.
 - The executed package will come back to RA with all signatures on the document from either the affiliate or OSR when all parties have signed (usually OSR). The RA will keep an executed copy on file.
 - OSR will then open a chart string. (There is always a budget with the agreement. For a new award, the proposal budget will be re-budgeted to execute the subcontract.)