



**Boston College
OFFICE FOR SPONSORED PROGRAMS**

SUBAWARD PROCESS

PROPOSAL STAGE

- (1) PI requests proposal package from proposed subrecipient, to include
- 4 See SUBAWARD CHECKLIST form
 - 4 Statement of Work (SOW)
 - 4 Budget and Justification
 - 4 Signed SUBRECIPIENT COMMITMENT FORM
 - 4 Any other documents as required by Sponsor or BC
 - 4 When BC's award will be made under a federal contract, a Sole Source Justification must be completed by the PI or his/her designee provided -845.637.05(SP)15.9(1) or regardless of the \$5000 threshold.

full proposal
as a single direct cost line item in BC budget
(travel, per diem, other support) as required by BC's sponsor

(9) PI/Department monitors subrecipient's adherence to terms

(10) PI/Department reviews invoices (things to consider...)
4 Are they arriving on schedule?