



### UH-Issued Subaward Checklist

Dear Principal Investigator:

Your extramural award proposes the use of a subrecipient. In order for UH to issue a subaward, please obtain the following items, have your fiscal administrator (FA) review the entire subaward packet, and email the completed packet to [subaward@hawaii.edu](mailto:subaward@hawaii.edu). Please also provide the myGRANT prime award ID (e.g., 012345-00002) which is included in the email subject line of your extramural award notice.

1. Attachment 3A "Pass-Through Entity (PTE) Contacts" (pre-filled form posted at: [https://research.hawaii.edu/files/ors/compliance/FDP\\_Subaward\\_Attachment\\_3A.pdf](https://research.hawaii.edu/files/ors/compliance/FDP_Subaward_Attachment_3A.pdf)).
2. Fill in the following attachments posted under Agreement Templates at <https://research.hawaii.edu/ors/resources/#forms> and email them with the attached Subrecipient Checklist to your subrecipient for review and/or completion:

- Attachment 3B "Subrecipient Contacts"
- Attachment 3B-2 "Highest Compensated Officers" (if applicable)
- Attachment 4 "Reporting and Prior Approval Terms"
- Attachment 5 "Statement of Work, Cost Sharing, Indirects & Budget"

NOTE: If there are special circumstances, or if the FDP template will not be utilized, please contact ORS at [subaward@hawaii.edu](mailto:subaward@hawaii.edu) to determine which forms need to be submitted.

3. Using the attached "Subrecipient Checklist", obtain the documents listed below from your subrecipient. Additional information and instructions are provided on the checklist.
  - Compliant Certificate of Vendor Compliance / Hawaii State Tax Clearance Certificate
  - Applicable S-1 "Subrecipient Commitment Form" or S-1 FDP "Project Specific Questionnaire – FDP Expanded Clearinghouse Participant", including all applicable supporting documents (e.g., F&A rate agreement, IRB/IACUC approvals, audit report, non-UH FCOI form)
  - S-2 "Subrecipient Questionnaire" if the subrecipient is not required to undergo a Single Audit.
  - Record of an active System for Award Management (SAM) registration or a Unique Entity Identifier (UEI) if the subrecipient does not receive any direct federal awards. Note: Not required for FDP Expanded Clearinghouse participants.
  - Small Business Subcontracting Plan for subcontracts subject to FAR 52.219-9.

Please note that an incomplete or incorrect submission will delay issuance of a subaward. Please email [subaward@hawaii.edu](mailto:subaward@hawaii.edu) if you have any questions.