Subaward File Assembly

**Side One**
(inside front folder)

*Subaward Request Forms

**Side Two**
(on the front of middle section)

*Subaward Transmittal Letters

*Fully Signed Subaward
(including attachments)

*Fully Signed Subaward Modifications
(partially signed documents can be recycled once a fully-signed copy is received)

*Negotiation Notes

*Vendor Registration Form

*Rate Agreements

*Current Cost & Pricing Certification

*Other Correspondence

**Side Three**
(on the back of the middle section)

*Compliance Section, A-133 Certification, Federal Audit Clearinghouse documents

*Letters/Memos about compliance (includes IRB)

*Closeout Documentation

**Side Four**
(inside back folder)

*Subaward Proposal Information (SOW & Budgets (copied from UM Proposal)

*UM Request and/or Agency Approval to Subcontract (if required)

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SUBAWARDEE NAME  SUBAWARD  Z or Q123456

Colored Sponsor Dot

P.I.s Name (Last, First) (UM)  Sponsor Award No

LABEL