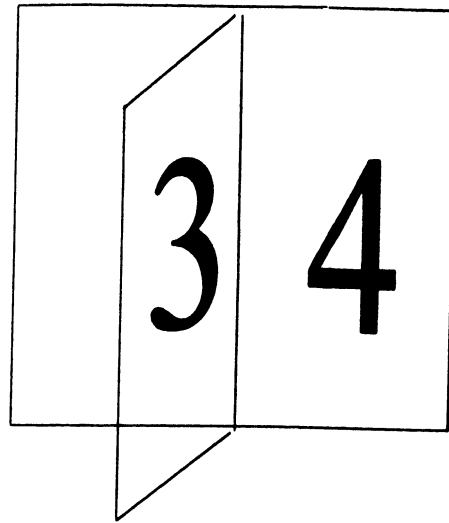
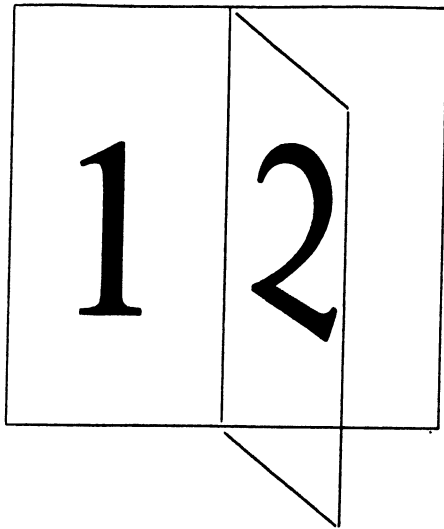


Subaward File Assembly



Side One
(inside front folder)

*Subaward Request Forms

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

Side Two
(on the front of middle section)

*Subaward Transmittal Letters

*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)

SUBAWARDEE NAME	SUBAWARD	Z or Q123456
Colored Sponsor Dot		
PI's Name (Last, First) (UM)	Sponsor Award No	

LABEL