**Subaward Checklist - UNL is subaward applicant**

***Information required to be provided to UNL Sponsored Programs prior to submission of application:***

**\_\_\_\_\_ NUgrant routing form with all approvals**

**\_\_\_\_\_ Prime Sponsor & Program Announcement/RFP**

**\_\_\_\_\_ Deadline date;** when UNL must have to Prime Applicant institution

**\_\_\_\_\_ Prime Applicant Contact Information;** for their sponsored programs office

**\_\_\_\_\_ Project Title;** should match that of Prime Institution

**\_\_\_\_\_ Project Period;** should match that of Prime Institution, unless our work is for a shorter period

**\_\_\_\_\_ Statement/Scope of Work (SOW);** only for UNL’s portion of work

**\_\_\_\_\_ Detailed Budget & Justification;** only for UNL’s portion of costs

**\_\_\_\_\_ Cost Share Commitment, if required** must be included in NUgrant routing and approved in advance of submission

***What UNL Sponsored Programs will provide to Prime Applicant Institution:***

**\_\_\_\_\_ Letter of Institutional Commitment;** signed by institutional official, which contains:

**\_\_\_\_\_ UNL’s DUNS number**

**\_\_\_\_\_ UNL’s EIN/TIN**

**\_\_\_\_\_ UNL’s Congressional District**

**\_\_\_\_\_ Cost Share Commitment, if required**

**\_\_\_\_\_ Sponsoring Agency Forms, as required;** some must be completed by PI/Dept

***May be provided directly by PI, if required by sponsor guidelines and requested by the Prime Applicant institution:***

**\_\_\_\_\_ Biosketch or CV for all key personnel;** follow sponsor requirements

**\_\_\_\_\_ Current & Pending Support;** if required by sponsor

**\_\_\_\_\_ Resources/Equipment**; if required by sponsor

**\_\_\_\_\_ Other;** as required by sponsor