

Subawards

Requirements for when A-State faculty are the sub-awardee, and when A-State faculty include a sub-awardee in their research proposals.

For most federal grants applications, a sub-awardee (subrecipient) is required to provide a package of documents to the lead applicant/institution. The exact requirements vary by sponsor (NIH, NSF, USDA, HRSA, DoD, etc.) but the following documents are commonly required.

Common Sub-Award Documents Include

- Statement of Work
- Scope of Work
- Detailed Budget
- Budget Justification
- Subrecipient Commitment Form (Letter of Intent)
- Negotiated Indirect Cost Rate
- Biographical Sketches
- Current and Pending Other Support
- Facilities, Equipment, and Other Resources

A-State faculty who include a sub-award in their proposal are required to connect A-State's Research and Technology Transfer office with their counterpart at the sub-award institution for the coordination and collection of documents. A-State's required documents from sub-awardees include:

- Statement of Work
- [Scope of Work form](#)
- [Subrecipient Statement of Collaboration form](#)
- Detailed Budget
- Budget Justification
- [Facilities, Equipment, and Other Resources](#)
- Biographical Sketches
- [Senior/Key Personnel form](#)
- [Performance Site Location form](#)
- Letter of Commitment
 - Signed by the sub-awardee's Authorized Organizational Representative
 - Addressed to Travis D. Marsico, Ph.D., Vice Provost for Research, Innovation, and Discovery
- Subrecipient Intent to Collaborate form
- Negotiated Indirect Cost Rate

Revision #4

Created 2026-08-25 15:43:31 UTC by Gregory Umhoefer

Updated 2026-08-25 18:34:04 UTC by Gregory Umhoefer