

Boston College  
OFFICE FOR SPONSORED PROGRAMS

SUBAWARD PROCESS

PROPOSAL STAGE

(1) PI requests proposal package from proposed subrecipient to include

See SUBAWARD CHECKLIST form

Statement of Work (SOW)

Budget and Justification

Signed SUBRECIPIENT COMMITMENT FORM

Any other documents as required by Sponsor or BC

When BC's award will be made under a federal contract, a Sole Source Justification must be

completed by the PI or this is signed by provided -845.6(tf33.7(r)0.5(SP))5.9()vr regardless of the \$5000

full proposal

as a single direct cost line item in BC budget

(sketches, other support) as required by BC's sponsor

(9) PI/Department monitors subrecipient's adherence to terms

(10) PI/Department reviews invoices (things to consider...)  
Are they arriving on schedule?