

Subrecipient Name: _____
Award/Project/Task No: _____
Amount of subaward: _____
FFATA ___ Yes ___ No FDP ___ Yes ___ No

OSP Date Action Completed _____ OGM Date Action Completed _____

Subrecipient Pre-Award Checklist

Determine Type of Organization	
	<i>Comments:</i>
<input type="checkbox"/> Non-Profit Organization/University receiving >\$750K in Federal Funding (subject to 2 CFR Part 500)	
<input type="checkbox"/> Non-Profit Organization/University receiving <\$750K in Federal Funding (not subject 2 CFR 200 Part 500)	
<input type="checkbox"/> For Profit Organization	
<input type="checkbox"/> Foreign Organization	
<input type="checkbox"/> Other Type: _____	
Steps to Determine Risk Level of Subrecipient	
	<i>Comments:</i>
<input type="checkbox"/> Entity Profile on FDP Expanded Clearinghouse website: https://fdpclearinghouse.org/organizations	Attach Report
<input type="checkbox"/> Data Collection Form on Federal Clearinghouse website: https://harvester.census.gov/facdissem/SearchA133.aspx	
Does the entity qualify as a low-risk auditee?	___ Yes ___ No
<input type="checkbox"/> Not on either above mentioned lists. Review information on Subrecipient Questionnaire Addendum for organizations not subject to Federal Audit Requirements.	Comments:
Determine if the entity and/or Principal Investigator is on a restricted parties list (not required for US academic institutions).	___ Yes ___ No ___ N/A Attach RPS Screening
Is there any history of problems with the subrecipient. Discuss with Project Director/Principal Investigator.	___ Yes ___ No
Percent of award.	
Complexity of subaward.	
Percent of subaward to be re-subbed out.	
Nature of deliverable.	
Foreign location.	___ Yes ___ No
Based on above, is this entity a low, moderate or high risk?	___ L ___ M ___ H