



## Overview

This resource provides a checklist of documentation required during the proposal stage and outlines the specific requirements depending on whether Rutgers is serving as the Pass-Through Entity (PTE) or as a subrecipient on another entity's award.

## Important

All documents for subrecipients are due to RSP five (5) business days before the sponsor's deadline, by 12:00 p.m.

## Rutgers is the Subrecipient (Partnering on Another Entity's Proposal)

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | " <a href="#">Statement of Intent</a> - Rutgers is the Subrecipient" form | If the PTE required their own commitment form, please populate the document with the information required for this specific submission only, as information related to Rutgers single audits, F&A and fringe benefit agreements, suspension and debarment, FCOI, FWAN and Institutional contact information is available at the FDP Expanded Clearinghouse. The form must be signed by the RSP GS. |
| <input type="checkbox"/> | Scope of Work ( SOW)  | A detailed description outlining the work Rutgers will perform and how it contributes to the project's objectives. Please add at the end of the sentence:<br><br>Please refer to the "Subaward Scope of Work Guidelines" for advice on how to draft an effective subaward SOW  |
| <input type="checkbox"/> | Budget and Budget Justification   | Provide a detailed breakdown of Rutgers costs using the Rutgers Budget Template and the Sponsor's required template (if requested).  |
| <input type="checkbox"/> | Other Documents<br>(Required by PTE):                                     | Provide all other documents, which may include biosketches, current and pending support, facilities descriptions, etc..  |



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**Rutgers is the PTE (Including a Subaward in your Proposal)**

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|--------------------------|--|--|
| <input type="checkbox"/> | <a href="#">Subrecipient Commitment Form</a> | Must be signed by the subrecipient's Authorized Official.  |
| <input type="checkbox"/> | Scope of Work                                | A detailed description from the subrecipient outlining the work they will perform and how it contributes to the project's objectives.  |
| <input type="checkbox"/> | Budget and Budget Justification              | A detailed breakdown of the subrecipient's costs as well as the completed Sponsor budget template (if required)  |
| <input type="checkbox"/> | Other Documents<br>(Required by Rutgers):    | All other documentation required by the Sponsor as part of the Subaward documents which may include biosketches, current and pending support, facilities descriptions, etc.. |