

# Subaward/Consortium Justification

Applicant Institution: [Insert Institution Name]

Subrecipient Institution: [Insert Subrecipient Name]

PI/Contact at Subrecipient: [Insert Name, Title]

## Scope of Work

[Provide a concise description of the work that will be completed by the subrecipient institution. Detail the specific activities, roles, and responsibilities assigned to the subrecipient as part of the overall project.]

## Justification for Subaward/Consortium

[Explain why the collaboration with the subrecipient is necessary for the successful completion of the project. Highlight the unique expertise, facilities, or resources the subrecipient brings to the project. Address why this work cannot be performed at the applicant institution.]

## Budget Overview

- **Total Subaward Amount:** [Insert Amount]
- **Direct Costs:** [Insert Direct Cost Amount]
- **F&A (Indirect) Costs:** [Insert Indirect Cost Amount and Rate]
- **Budget Period:** [Insert Budget Start and End Dates]

## Subrecipient's Facilities, Resources, and Key Personnel

[Briefly describe key facilities, resources, or equipment at the subrecipient institution to be used in this project. Identify key personnel at the subrecipient institution and their roles in the collaboration.]

## Monitoring and Oversight

[Describe how the applicant institution will monitor the subrecipient's technical and programmatic activities and financial expenditures to ensure compliance with sponsor requirements.]

## Important Notes

- Clearly justify the need for a subaward rather than a vendor relationship.
- Ensure all subaward costs are allowable, allocable, and reasonable per sponsor and institutional policies.
- Provide sufficient detail on the subrecipient's scope of work and budget justification for the sponsor's review.
- Document the subaward institution's facilities, resources, and expertise relevant to the project.
- Establish procedures for regular monitoring and oversight of the subrecipient's work and expenditures.