

UH PI Subaward Startup Checklist

On behalf of the University of Hawaii (UH), the UH Office of Research Services (ORS) has accepted an extramural award that proposes the use of one or more subrecipients. In order for UH to engage subrecipients in the project, certain information and documents are needed from the UH principal investigator (PI).

- Research Subaward Agreement, Attachment 3B, Subrecipient Contacts**
http://sites.nationalacademies.org/cs/groups/pgasite/documents/webpage/pga_153538.pdf

A fully completed Attachment 3B is required for ORS to commence the subaward process. Please forward to ORS at subaward@ors.hawaii.edu as soon as possible.

- Final Budget and Scope of Work**

A Microsoft Word version of the final budget and scope of work are required. If you have any questions about whether the subaward budget and/or scope of work need to be re-negotiated or require sponsor approval, please contact your assigned ORS Contracts & Grants Specialist (<http://www.ors.hawaii.edu/index.php/ors-assignments>).

- Research Subaward Agreement, Attachment 3A, Pass-through Entity Contacts**
http://www.ors.hawaii.edu/files/compliance/FDP_Subaward_Attachment_3A.pdf

This form has been pre-filled in with the UH Authorized Official and contact address. Please complete the remainder of the contact information required by the form.

- Research Subaward Agreement, Attachment 4, Reporting Requirements**
http://sites.nationalacademies.org/cs/groups/pgasite/documents/webpage/pga_153540.pdf

Special Instructions:

Please forward the above documents to subaward@ors.hawaii.edu and include in the subject line, the myGRANT award ID associated with the subaward.

If you have any questions, please contact the ORS Helpline at helpline@ors.hawaii.edu.