

6.0 SUBAWARD DOCUMENTATION (09/09)

6.1 Subaward Official File

The OSP Research Subawards Team copy of the subaward and any attachments are considered and treated by MIT and Federal auditors and OSP subawards review personnel as the SUBAWARD REVIEW FILE. As such, this file must contain:

- A. For all paper requests, the original request with signatures.
- B. Copy of the subawardee's cost proposal.
- C. Statement of Work, specifications, drawings, etc.
- D. Department, Laboratories and Centers (DLC's) memo that evaluates the subawardee's cost proposal from a technical point of view.
- E. Copy of Subaward Checklist
- F. Comprehensive memorandum-to-file that compiles all the actions of the subaward. As part of the subaward package, a cost review study by the subaward administrator and any other issues will be noted for the record.
- G. A copy of sponsor's prior consent, if required.
- H. Executed copy of the subaward agreement inclusive of all attachments