International Subawards Checklist 2 Preaward:
Considerations during proposal preparation and project design
Handout at NCURA Meeting - Fall 2008

PROPOSAL COMPILATION ISSUES

Y N N/A

☐ ☐ ☐ Does the proposed foreign subrecipient have a DUNS number (required for Federal proposals)?
☐ ☐ ☐ Have you obtained letters or agreements of commitment from each foreign consultant and/or subrecipient to document their agreement to participate in the proposal?

BUDGET ISSUES

☐ ☐ ☐ Will the sponsor cover all direct project costs?
☐ ☐ ☐ If no, is cost sharing approved?
Will the sponsor allow indirect costs:
☐ ☐ ☐ For your institution?
☐ ☐ ☐ For foreign subrecipients?
☐ ☐ ☐ Are administrative costs allowable as direct costs for this project?
If payment from the sponsor will not be in U.S. dollars, have exchange fees been accounted for?
☐ ☐ ☐ Are there costs that are specifically unallowable for foreign subrecipients due to sponsor restrictions?

Have you considered the following budget line items for your project?

☐ ☐ ☐ Travel
☐ ☐ ☐ Relocation costs for expatriates
☐ ☐ ☐ Shipping and customs
☐ ☐ ☐ Security
☐ ☐ ☐ Insurance
☐ ☐ ☐ Special premiums or benefits for expatriates, e.g. hardship allowance
☐ ☐ ☐ Housing for expatriates
☐ ☐ ☐ Office space in country
☐ ☐ ☐ Field/Office equipment and supplies
☐ ☐ ☐ Translation services
☐ ☐ ☐ Audit

PROJECT PERFORMANCE ISSUES

Does the project timeline allow for time-consuming necessities such as visas, licenses and leases?
What is the plan for sites to communicate with each other, with the U.S. institution, with the sponsor?
How will work at the foreign site be monitored?
How will quality assurance among project sites be monitored?
What is the likelihood of natural disaster or political upheaval at the foreign site, and what would be the consequence to the proposed project?

Y  N  N/A

Does the subrecipient meet compliance requirements for performance of human subject or animal research (when applicable)?

☐  ☐  ☐ Is security clearance or Federal agency approval required for any project personnel?

How will you exchange currency?

☐  ☐  ☐ Official market

☐  ☐  ☐ "Street" market (if applicable)