At Time of Proposal

✓ A need for additional expertise is identified by PI
✓ Subrecipient selection process is decided
✓ Proposal package from subrecipient is collected
✓ If the proposal is going to be a PHS agency the Financial Conflict of Interest review must take place
✓ PI assesses potential recipients
✓ PI documents decision based on evaluation criteria
✓ The PI has several evaluation criteria to help in the decision process. Some important criteria used in the decision process include:
  ➢ Past scientific and financial performance
  ➢ Technical/financial resources
  ➢ Strength of the proposed scope of work
  ➢ Reasonableness of proposed costs
✓ The proposal package from the subrecipient includes:
  ➢ Statement of work
  ➢ Budget and associated budget justification
  ➢ Signed commitment letter
  ➢ Biosketches, other support, and other associated information as required by the sponsor
  ➢ Other documentation as requested based on sponsor requirements
✓ The subrecipient selection process:
  ➢ Subrecipient competitive bidding: A process whereby a potential subrecipient submits a bid to the PI. The PI considers all bids and makes a decision based on the quality of the science, the best price, and the contract terms.
  ➢ Sole source procurement: The PI's documentation of selection criteria is used.