

## Review Priorities for Subawards (Forms G)

**NOTE:** Auditing is done to all PDF files uploaded in the application for compliance of font type, font size, characters per inch, lines per vertical inch, PDF filename and PDF file type guidelines, US Letter paper size, URL, Hyperlinks, images, and videos.

NEW & RENEWAL Electronic /PDF application			
	Form Completion	Review Responsibility	Additional HSSPPO Auditing
PHS398 Face Page	Department	HS SPPO	Ensures complete
Statement of Work	Department	Department	Ensures complete
Budget			
Option 1: PHS398 Detailed budget	Department	HS SPPO	Ensures complete
Option 1: PHS398 Budget for Entire Project	Department	HS SPPO	Ensures complete
Option 1: Budget Justification	Department	Department	Audit for consistency and compliance (i.e. effort, UC/VA, cost-sharing, tuition remission, use of HFT, NGN, HS-TSC, equipment quotes). No hyperlinks and/or URLs are allowed unless specified in the FOA.
Option 1: PHS398 Checklist	Department	HS SPPO	Ensures complete
Option 2: SF424 Subaward Budget	Department	HS SPPO	Ensures complete
Option 2: Budget Justification	Department	Department	Audit for consistency and compliance (i.e. effort, UC/VA, cost-sharing, tuition remission, use of HFT, NGN, HS-TSC, equipment quotes). No hyperlinks and/or URLs are allowed unless specified in the FOA.
Consortium Letter of Intent (if requested)	HS SPPO	HS SPPO	Creates & supplies to department
CONTINUATION Electronic /PDF application			
	Form Completion	Review Responsibility	Additional HSSPPO Auditing
PHS2590 Face Page	Department	HS SPPO	Ensures complete
Statement of Work	Department	Department	Ensures complete
Budget			
Option 1: PHS2590 Detailed Budget	Department	HS SPPO	Ensures complete
Option 1: PHS2590 Budget Justification	Department	Department	Audit for consistency and compliance (i.e. effort, UC/VA, cost-sharing, tuition remission, use of HFT, NGN, HS-TSC, equipment quotes). No hyperlinks and/or URLs are allowed unless specified in the FOA.
Option 1: PHS2590 Checklist	Department	HS SPPO	Ensures complete
Option 2: SF424 Subaward Budget	Department	HS SPPO	Ensures complete
Option 2: Budget Justification	Department	Department	Audit for consistency and compliance (i.e. effort, UC/VA, cost-sharing, tuition remission, use of HFT, NGN, HS-TSC, equipment quotes). No hyperlinks and/or URLs are allowed unless specified in the FOA.