

Review, itemize, and interpret sub-award/sub-contract requirements

Principal Investigators (PIs) including subcontracts in their grant proposals should provide SRP with 4-6 weeks' advance notice prior to the grant submission deadline so that all required Sponsor and UCR documentation is received on time.

Any proposed subrecipient organization should be prepared to provide the following to SRP/UCR:

1. Completed UCR Subrecipient Commitment Form
2. Institutional Letter on subrecipient organization's letterhead, signed by the subrecipient organization's institutional official
3. Scope/Statement of Work
4. Subaward budget
5. Budget justification
6. Letter of Support from Subrecipient's PI, on official letterhead, stating PI's willingness to participate in the proposed project.

Additionally, for federal projects, any/all of the following may be further required:

1. NIH Face Page
2. Performance Site Page
3. Key Person Profile Page
4. RR Subaward Budget
5. Budget Justification
6. Foreign Component Justification (if applicable)
7. NIH compliant Biosketch
8. Facilities and Other Resources
9. Equipment list (major items of equipment already available for this project and, if appropriate, identify the equipment's location and pertinent capabilities.)
10. Indirect Cost Rate Agreement for Subrecipient Organization

PIs serving as the subrecipient to a Prime organization should expect to provide a similar list of conforming documents. PIs should provide at least 4 weeks' notice to SRP to initiate the customary eCAF, proposal, and budget process