**REQUIRED DOCUMENTS FOR SUBAWARDS**

If your proposal/grant application includes any subawards (meaning if you are sending money to another site/institution for their participation in the project), we will require the following information from each subaward site:

* [**Subrecipient vs. Contractor Determination Checklist**](https://ocga.research.ucla.edu/wp-content/uploads/subrecipient-vs-contractor-checklist.pdf) (the UCLA PI needs to complete this, not the subrecipient; it proves to OCGA that we’ve correctly categorized the subsite as a subaward not a contractor.)
* **Scope of Work** (this document is typically between ½ page and 1 page long, but can be longer for projects with a lot of specific deliverables. it should comprehensively summarize all expected deliverables from the subsite.)
* Detailed **Budget** (typically you will want to request the budget in whatever format the sponsor is requesting it)
* Budget **Justification**
* **Subrecipient Commitment Form** (which one depends on the subaward institution) and any required accompanying documents (depending on how they answer the questions on the form). The form needs to be signed by the subrecipient’s authorized official:
	+ - If the subaward is a sister UC campus, then we’ll need the [MCA Commitment Form](https://ocga.research.ucla.edu/wp-content/uploads/UCLA-MCA-commitment-form.pdf)
		- If the subaward is a participant in the [FDP Expanded Clearinghouse](https://fdpclearinghouse.org/organizations), then we will need the [FDP Subrecipient Letter of Intent Form](https://ocga.research.ucla.edu/wp-content/uploads/letter-of-intent.pdf)
		- If the subaward is neither of the above, then we’ll need the [Subrecipient Commitment Form](https://ocga.research.ucla.edu/wp-content/uploads/subrecipient-commitment-form.pdf). Typically sites will have additional accompanying documents along with this form, depending on how they answer the questions (e.g. they may need to attach a copy of their Indirect Rate Agreement, Fringe Benefit Rate Agreement, audit forms etc.)
* Subrecipient **basic information**. Often this information will match what is on the subrecipient form, but it’s always safe to ask for it separately just in case:
	+ Organization official name
	+ DUNS Number
	+ Street Address, including zip code
	+ Congressional District

*Optional forms that may/may not be required, depending on the proposal/sponsor requirements*:

* **Biosketches** (in latest format) for all Key Personnel, if your proposal requires it.
* **Facilities and Resources** page  (if applicable)
* **Equipment** page (if applicable)
* **Letters of Support**, if your proposal requires it.