

SUBRECIPIENT FORMS CHECKLIST

Revised September 7, 2012

FOR HARD COPY SUBMISSIONS:

If possible, forward electronic versions of the Word documents, except #s 1 & 10, which we'll need original signatures.

- 1. [UCLA Subrecipient Commitment Form](#)
- 2. [Performance Site Format Page](#)
- 3. [PHS 398 Initial Budget](#)
- 4. [PHS 398 Entire Budget](#)
- 5. [Budget Justification](#)
- 6. [PHS 398 Biosketch](#) for all Key Personnel only
- 7. [Resources Page](#)
- 8. [Scope of Work](#)
- 9. [PHS 398 Checklist](#)
- 10. Letter of Support from Consortium PI (suggested, but not required)

*****Please list the UCLA PI on all page headers*****

You may list your institution's PI or your institution name in parenthesis afterwards. Sample:

Principal Investigator/Program Director (Last, First, Middle): Bruin, Joe (Trojan, Jane Ann)

OR

Principal Investigator/Program Director (Last, First, Middle): Bruin, Joe (USC Subcontract)

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- Will eventually need the following information to set up [subaward](#) once grant is awarded:
 - 1) Legal Name for Subrecipient
 - 2) Remittance Address – where payment will be sent
 - 3) Tax Payer ID
 - 4) Answer: For Profit Entity? Or Non-profit Entity?
 - 5) Administrative Address – where paperwork will be sent
 - 6) Subrecipient Administrative Contact Info
 - a) Name
 - b) Email
 - c) Phone
 - 7) Subrecipient PI's Department
 - 8) Subrecipient PI
 - 9) IRB Approval
 - 10) Facilities & Administrative Rate Policy in writing, if not public information (web accessible)

FOR GRANTS.GOV SUBMISSIONS:

Remove ALL headers/footers for ALL pages.

If possible, forward electronic versions of the Word documents, except #s 1 & 10, we'll need PDFs with signature.

For Cayuse proposals, we have the option of sending the subaward institution to Subawards.com to complete their portion of the budget. Or if the subaward institution uses Cayuse, they can send us a Cayuse subaward.

- 1. [UCLA Subrecipient Commitment Form](#)
 - 2. For [Site Location](#)
 - 3. Fill in the following [information for Key Personnel](#)
 - 4. Budget
 - Modular Budget - [PHS 398 Initial Budget](#) (for **EVERY** single year)
 - Detailed Budget – Complete [SF424 subaward budget](#) extracted from the FOA/grants.gov
 - 5. Budget Justification
Include: Institution's Cognizant Federal Agency (Agency Name, POC Name, POC Phone #)
 - 6. [SF 424R Biosketch](#) for all Key Personnel only
 - 7. [Resources Page](#)
 - 8. Scope of Work
 - 9. [PHS 398 Checklist](#)
 - 10. Letter of Support from Consortium PI (suggested, but not required)
 - 11. To add [Profile to Cayuse](#) - for non-modular budgets
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