

## CHECKLISTS OF ITEMS NEEDED WHEN YOUR PROJECT INCLUDES AN OUTGOING SUBAWARD

### AT THE TIME OF PROPOSAL

#### These items are required for our files (regardless of a sponsor's instructions):

- Statement of Intent (signed by the subrecipient's authorized official)  
Must include language that their institution has a financial conflict of interest (FCOI) policy in place or that they agree to abide by our FCOI policy.
- Scope of Work (description of the work to be performed, deliverables, timeline, etc.)
- Detailed Budget (regardless if their budget will be included in the application package to the sponsor)
- Budget Justification
- F&A Rate Agreement (not required from FDP members, foreign collaborators, or collaborators using the de minimis rate)
- Letter(s) of Support to our PI from Key Personnel who will be included on the application form

#### These items are oftentimes required by the sponsor:

- Federal applications require the subrecipient's business address, UEI number, and congressional district.
- NIH applications require all Key Personnel to have an eRA Commons ID.
- Biosketches of Key Personnel who will be included on the application form
- Facilities and Other Resources (to be incorporated with ours within the application)
- Equipment (if applicable, to be incorporated with ours within the application)

### UPON RECEIVING THE INITIAL NOTICE OF AWARD

- Proof of IRB approval (if applicable)
- Proof of IACUC approval (if applicable)

#### **SPECIAL NOTE WHEN ANIMAL SUBJECTS WILL BE USED BY SUBRECIPIENT:**

If the subrecipient is using animal subjects, an MOU is required before we can execute a subaward agreement. The PIs and IACUC representatives of both institutions must collaborate on the completion and execution of the MOU.

- Subaward Agreement
  - Download federal templates from the FDP or use our non-federal template
  - Complete and send to subrecipient to sign first.
  - Send the partially executed agreement (and fully executed IACUC MOU, if applicable) to [researchhsd@luc.edu](mailto:researchhsd@luc.edu).

### ISSUING AN AMENDMENT FOR SUBSEQUENT PROJECT PERIODS

- Obtain an annual progress report from the subrecipient investigator to our PI (at minimum, check that subrecipient is performing as promised)
- For NIH grants, obtain a list of the subrecipient's personnel who have put forth at least 1 calendar month effort (8.33%+), as they must be listed within Section D1 of the RPPR.
- Proof of IRB approval (if applicable)
- Proof of IACUC approval (if applicable)
- Subaward Amendment
  - Download federal templates from the FDP or use our nonfederal template
  - Complete and send to subrecipient to sign first.
  - Send the partially executed agreement to [researchhsd@luc.edu](mailto:researchhsd@luc.edu)