

Subawardee Requirements:

- 1) Budgets: There is a year 1 budget (initial) and the budget for the entire grant period (total).
A budget Justification needs to be drafted by the subawardee and returned with their materials. Each line item of the initial budget and dollars should be justified.
Personnel – what will they be doing on the project, what is the fringe rates and the F & A rate. (If awarded- a copy of the negotiated agreement is required)
Equipment – why is needed, what will it be used for.
Supplies: Amounts and what will be purchased (examples, chemicals and reagents, animals, animal care, tissue culture supplies, biological waste, glassware, etc.- justify the dollars requested).
- 2) Checklist page – to be completed by subawardee
- 3) Face Page (FP): A completed and signed face page is required.
- 4) NIH Biosketch for key personnel: A blank form and sample are attached
- 5) Signed Letter of Intent to Subcontract, which includes a statement of work (indicates that the subawardee will participate in the grant as a subcontract and gives a brief outline of what the PIs or Institutions role will be). This should be on the institutions letterhead and signed by the PI.
- 6) Completed contacts page. The form is attached.

Package: Face Page, budget pages, justification, letter of intent, biographical sketches, check list, copy of the negotiated agreement for F&A. This packet should be mailed or delivered to you.

The SPAF, and Temple pages (including NIH certification signed by the PI) with the above packet should be submitted for the appropriate signatures – PI, department administrator, Chair (If the Chair is the PI then the Dean must approve, this should be sent to Diane Omdal for review).

Attachments:

Contacts Page
Face Page
Budget Pages
Checklist
Biographical sketch