SUBRECIPIENT FORMS CHECKLIST
Revised June 14, 2018

Do not include headers/footers on any pages. Forward electronic versions of the Word documents, except #s 1 & 10, which we will need PDFs with signature.

If the subaward institution uses Cayuse, they can send us a Cayuse subaward.

- 1. UCLA Subrecipient Commitment Form OR Multi-Campus Award (MCA) Commitment Form*
   - OR Letter of Intent for FDP Expanded Pilot Subrecipients that appear on FDP list
- 2. For Site Location
   *MCA's for other UC Campuses only
- 3. Complete the following information for each Key Personnel
- 4. Budget
   - Modular OR 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. SF424 Biosketch for all Key Personnel only
- 7. Facilities & Other Resources
- 8. Equipment (if applicable)
- 9. Scope of Work
- 10. Letter of Support from Consortium PI (suggested, but not required)
- 11. To add Institutional Profile to S2S - for non-modular budgets

- 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) Human/Animal Subject Approval, if applicable
  10) Facilities & Administrative Rate Policy in writing, if not public information (web accessible)