SUBRECIPIENT FORMS CHECKLIST
Revised July 27, 2017

FOR GRANTS.GOV SUBMISSIONS:
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)
FOR HARD COPY SUBMISSIONS:
Forward electronic versions of the Word documents, except #s 1 & 10, which we will need original signatures.

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. 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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