

# SUBRECIPIENT FORMS CHECKLIST

Revised October 10, 2023

UCLA PI: \_\_\_\_\_ Subrecipient Document Due Date: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Sub's Project Period: \_\_\_\_\_ FOA: \_\_\_\_\_

Project Direct Costs: \$ \_\_\_\_\_ Project Total Cost: \$ \_\_\_\_\_

**Forward electronic versions of the Word documents, except #s 1 & 11, which we will need PDFs with signature. Do not include headers/footers on any pages. If the subaward institution uses Cayuse, they can send us a Cayuse subaward.**

- 1. [UCLA Subrecipient Letter of Intent](#)
- 2. [Site Location Information](#)
- 3. [Profile Information for each Key Personnel](#)
- 4. Budget
  - Modular OR Detailed Budget – Complete [SF424 subaward budget](#) extracted from the FOA/grants.gov (*must be downloaded & extracted to view/edit*)
  - Include: Institution's Cognizant Federal Agency (Agency Name, POC Name, POC Phone #)
- 5. Budget Justification
- 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. Answers to below questions:

Central Contract & Grant Office – Where **subaward contract paperwork** will be sent

a. Address: \_\_\_\_\_

b. Telephone: \_\_\_\_\_

c. Central Email: \_\_\_\_\_

Remittance – Where **payment** will be sent (i.e. Sponsor's Accounts Receivables, not PI specific)

d. Name: \_\_\_\_\_

e. Address: \_\_\_\_\_

Subrecipient Administrative Contact – Research admin for specific sub PI, if different f/above

f. Name: \_\_\_\_\_

g. Email: \_\_\_\_\_

h. Phone: \_\_\_\_\_

Subrecipient PI Email: \_\_\_\_\_

- 12. [Institutional Profile to S2S](#), only if new Entity, for non-modular budgets only