

SUBRECIPIENT FORMS CHECKLIST

Revised May 26, 2021

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 & 10, 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 Commitment Form](#) OR [Multi-Campus Award \(MCA\) Commitment Form](#)*
 - o 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
 - o Modular OR Detailed Budget – Complete [SF424 subaward budget](#) extracted from the FOA/grants.gov
 - o 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. 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) Subrecipient Legal Name: _____
 - 2) Answer: Non-profit Entity? Or For-profit Entity?
 - 3) Central Contract & Grant Office – Where **subaward contract paperwork** will be sent
 - a. Address: _____
 - b. Telephone: _____
 - c. Email: _____
 - 4) Remittance – Where **payment** will be sent (generally Sponsor's overall Accounts Receivables, not PI specific)
 - a. Contact Name: _____
 - b. Address: _____
 - 5) Subrecipient Administrative Contact – Fund manager/research administrator for specific to sub PI, if different from #3
 - a. Name: _____
 - b. Email: _____
 - c. Phone: _____
 - 6) Subrecipient PI Name: _____
 - a. Email: _____
 - 7) Human/Animal Subject Approval, if applicable – Forward approval notice at time of award
 - 8) Facilities & Administrative Rate Policy in writing, if not public information/web accessible