SUBRECIPIENT FORMS CHECKLIST

Revised May 15, 2020

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)