 **Subcontract PreAward Processing Checklist**

 **UMass as Prime Institute to External Institute**

Required documents requested:

[ ]  Collaborator Full Contact Information

[ ]  DUNS

[ ]  EIN

[ ]  Congressional District

[ ]  Face Page (if required by NIH)

[ ]  Statement of Work for all Key Personnel

[ ]  Detailed Budget (398 or SF424)

[ ]  Future Years Budgets (398 or SF424)

[ ]  Budget Justification

[ ]  Biosketches for all Key Personnel

 [ ]  Resource Page (facilities)

[ ]  Checklist

[ ]  Copy of consortium F&A rate agreement

[ ]  Signed Subrecipient Commitment Form (Letter of Intent) or Signed Face Page

[ ]  Any other documents required by UMass or sponsor

UMass Proposal Information:

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

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Fax: 508-856-5004

Email: research.funding@umassmed.edu

**FOR UMASS PURPOSES ONLY:**

[ ]  Cayuse Profile Information (subcontract table for electronic submissions),

 [Subcontract\_Table.xls](http://www.umassmed.edu/uploadedFiles/Subcontract_Table.xls)

 [ ]  W-9 (if collaborating site is not a vendor in our system), [financials\UMW-9.pdf](http://inside.umassmed.edu/uploadedFiles/policies/Vol5_Forms/UMW-9.pdf)

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