**PreAward Subcontract Processing Checklist**



**Outside Institute as Prime; UMass as Subcontract**

RF requires 6 business days to review materials

Required documents requested:

Signed Proposal Routing Form (PeopleSoft)

[Summary Disclosure of Financial Interests Form](http://www.umassmed.edu/uploadedFiles/research/ovpr/compliance/FCOI/Summary%20Disclosure%20of%20Financial%20Interests%20Form%2010-31-12.pdf) - SDFI (UMass key

personnel only)

Collaborator’s (PI) Full Contact Information

Abstract

[Face Page](file:///\\edunivnas02\emresearch$\EMResearch_share\ADMINISTRATION\Grants_Processes\Flow%20Charts%20and%20Checklists\Links_Templates_within_Big_4\PHS398%20Face%20Page%20through%208.31.15.pdf) or LOI (if required)

[Statement of Work](http://www.umassmed.edu/uploadedFiles/Statement_of_Work_Example.doc) for all Key Personnel

[UMass Multiyear Budget Spreadsheet](http://www.umassmed.edu/research/funding/rfsform/)

Detailed budget ([PHS 398](http://www.umassmed.edu/uploadedFiles/detailed_budget_398_p4.doc) or [SF424](http://www.umassmed.edu/uploadedFiles/SF424_Budget.pdf))

Future years budgets ([PHS 398](http://www.umassmed.edu/uploadedFiles/future_years_budget_398_p5.doc) or [SF424](http://www.umassmed.edu/uploadedFiles/SF424_Budget.pdf))

[Budget Justification](http://www.umassmed.edu/uploadedFiles/Budget_Justification_Instruction.doc) ([complex example](http://www.umassmed.edu/uploadedFiles/Budget_justification_complex_example(1).doc)); ([basic example](http://www.umassmed.edu/uploadedFiles/Budget_Justification_basic_example(1).doc)): ([modular example)](http://www.umassmed.edu/uploadedFiles/Modular_Budget_Justification_example.doc)

[Biosketches](http://www.umassmed.edu/uploadedFiles/Biographical_sketch_instructions.doc) for all Key Personnel ([example](http://www.umassmed.edu/uploadedFiles/Biographical_sketch_example.doc))

Resource Page ([facilities)](http://www.umassmed.edu/uploadedFiles/Facilities_Resources_NIH_Instructions.doc) ([example](http://www.umassmed.edu/uploadedFiles/Facilities_Resources_example_updated_8%201%202012.doc))

[Checklist Page](file:///\\edunivnas02\emresearch$\EMResearch_share\ADMINISTRATION\Grants_Processes\Flow%20Charts%20and%20Checklists\Links_Templates_within_Big_4\PHS398%20checklist%20one-year%20split%20through%208.31.15%20w%2007%2030%202014%20date.docx) (PHS 398, if requested); [Split-Rate Checklist Page - One Year](file:///\\edunivnas02\emresearch$\EMResearch_share\ADMINISTRATION\Grants_Processes\Flow%20Charts%20and%20Checklists\Links_Templates_within_Big_4\PHS398%20checklist%20one-year%20split%20through%208.31.15%20w%2007%2030%202014%20date.docx); [Split-Rate Checklist Page - Two Years](file:///\\edunivnas02\emresearch$\EMResearch_share\ADMINISTRATION\Grants_Processes\Flow%20Charts%20and%20Checklists\Links_Templates_within_Big_4\checklist_FA_two%20year%20split%20w%2007%2030%202014%20date.docx)

Any other documents required by UMass or sponsor

\* UMass does not accept other Institutional LOI templates; RF will generate a letter of intent.