**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:///%5C%5Cedunivnas02%5Cemresearch%24%5CEMResearch_share%5CADMINISTRATION%5CGrants_Processes%5CFlow%20Charts%20and%20Checklists%5CLinks_Templates_within_Big_4%5CPHS398%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%281%29.doc)); ([basic example](http://www.umassmed.edu/uploadedFiles/Budget_Justification_basic_example%281%29.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:///%5C%5Cedunivnas02%5Cemresearch%24%5CEMResearch_share%5CADMINISTRATION%5CGrants_Processes%5CFlow%20Charts%20and%20Checklists%5CLinks_Templates_within_Big_4%5CPHS398%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:///%5C%5Cedunivnas02%5Cemresearch%24%5CEMResearch_share%5CADMINISTRATION%5CGrants_Processes%5CFlow%20Charts%20and%20Checklists%5CLinks_Templates_within_Big_4%5CPHS398%20checklist%20one-year%20split%20through%208.31.15%20w%2007%2030%202014%20date.docx); [Split-Rate Checklist Page - Two Years](file:///%5C%5Cedunivnas02%5Cemresearch%24%5CEMResearch_share%5CADMINISTRATION%5CGrants_Processes%5CFlow%20Charts%20and%20Checklists%5CLinks_Templates_within_Big_4%5Cchecklist_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.