

## **Required Sub Award Documents**

The documents below must be provided to the Office of Sponsored Research in order to include another institution as a subaward on a proposal. The proposal and GPAF will not be routed for approval without the documents below.

**Letter of Commitment**-This letter is usually drafted by the Sponsored Programs Office and signed by the Authorized Organizational Representative at the subawardee institution.

**Scope of Work**-A **statement of work (SOW)** - This is a formal document that captures and defines the work activities, deliverables and timeline to be performed by the subawardee.

**Budget**- A detailed budget must be submitted by subawardee in order to be included in the final proposal to the funding agency.

**Budget Narrative**-A budget narrative explains the budget items. Explanations can include the derivation of amounts (for example, a \$1,250 budget item derives from 100 people at five meetings each using a \$2.50 expendable item), the itemization of totals, the purpose of purchased supplies and services, and the justification of the size of salaries, fringe benefits, and indirect costs. You are responsible for writing this.

**Current & Pending**- **This document is needed only if submitting a National Science Foundation proposal.** This section of the proposal calls for required information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing grants. All current project support from whatever source (e.g., Federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations) must be listed. The proposed project and all other projects or activities requiring a portion of time of the PI and other senior personnel must be included, even if they receive no salary support from the project(s). The total award amount for the entire award period covered (including indirect costs) must be shown as well as the number of person-months per year to be devoted to the project, regardless of source of support. Similar information must be provided for all proposals already submitted or submitted concurrently to other possible sponsors, including NSF. Concurrent submission of a proposal to other organizations will not prejudice its review by NSF. Note the Biological Sciences Directorate exception to this policy, however, delineated in GPG Chapter I.G.2.

If the project now being submitted has been funded previously by a source other than NSF, the information requested in the paragraph above must be furnished for the last period of funding.

**Biographical Sketch (If Applicable)**- A biographical sketch may be required for each individual identified as senior project personnel depending on the funding agency.