Documents needed from a subcontractor for grant applications

Subcontractors are researchers or institutions who will receive funds from your grant to perform an agreed upon scope of work. Please work with your research administrator to ensure you meet all the necessary sponsor and institutional requirements related to subcontractors.

1. “Statement of Intent” signed by institutional official of collaborating institution stating willingness to establish the appropriate inter-institutional agreement.

2. BCH Sub-recipient Commitment Form signed by an authorized institutional official.

3. Signed PHS 398 face page or other document that indicates subcontractor’s address, DUNS, Tax ID, human and animal research status/approvals, and other applicable certifications/assurances.


5. Budget justification or personnel justification.

6. Copies of IRB and animal research approvals if applicable.

7. NIH 4 page biosketch of collaborating investigator and other key personnel.

8. Statement of work.

9. Resource and Equipment Pages

10. Letter of support