



MOUNT SINAI
SCHOOL OF
MEDICINE

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To: Faculty, Department Chairpersons, and Administrators
From: Grants and Contracts Office
Date: March 2008
Subject: Procedures for Grants Including Subcontracts

The purpose of this notice is to remind faculty and staff of the procedures for including subcontracts under MSSM prime applications. For the most part, subcontracts are identified at the time of proposal submission to the GCO. To ensure compliance with federal regulations, the GCO must obtain from the PI required documentation for subcontract costs prior to authorizing the overall proposal submission to the primary sponsor.

The PI is responsible for securing the following items from subcontractors prior to submission to the GCO:

- 1) Statement of Work
- 2) Detailed Budget and Budget Justification
- 3) Biographical Sketches for ALL Key Personnel
- 4) Checklist Page (if F&A cost base and rate information not included in Letter of Intent)
- 5) Institutional Rate Agreement (if no Checklist Page or F&A cost base and rate information not included in Letter of Intent)
- 6) Letter of Intent signed by an authorized institutional official certifying participation as described in the statement of work, and assurance regarding accuracy and reasonableness of the budget and institutional compliance with applicable regulations and agency-specific requirements.

When involving subcontracts it is important to allow additional time for the paperwork to be processed at the subcontractor's institution. Many other institutions have turnaround times of two weeks or more. This is particularly important when the subcontractor is from a foreign institution that might not be familiar with the requirements.

Please note that the GCO will not authorize proposal submissions without the required documentation above. This policy applies to all InfoEd and paper federal grant applications.

Thank you for your anticipated cooperation.