



MOUNT SINAI  
SCHOOL OF  
MEDICINE

Keelie D. Jones  
Director, Sponsored Programs Education  
Grants and Contracts Office

One Gustave L. Levy Place  
Box 1075  
New York, NY 10029-6574

Phone: 212.659.8975  
Facsimile: 212.876-6789  
Email: [Keelie.jones@mssm.edu](mailto:Keelie.jones@mssm.edu)

**To: Faculty, Department Chairpersons, and Administrators**  
**From: Grants and Contracts Office**  
**Date: October 8, 2009**  
**Subject: Revised Documentation for Grants Including Subcontractors**

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The purpose of this notice is to inform faculty and staff of the procedures for including subcontracts under MSSM prime institution's grant. 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 and yearly progress reports to the primary sponsor. Attached for your reference is a table which describes each step in detail.

**The PI is responsible for securing the following prior to submission to the GCO.**

**Please note that the GCO will not authorize proposal submissions without the required documentation above. This policy applies to all paper, InfoEd, Grants.gov and other electronic application submissions.**

Thank you for your anticipated cooperation.



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## Requirements for Subcontractors (Mount Sinai IS the Prime Organization)

Items Needed	New / Renewals	Non-Competing	No-Cost Extensions
<p style="text-align: center;"><b>Signed Letter of Intent</b></p> <p>The purpose of the Letter of Intent is to certify the intent of the subcontracting organization to enter into the agreement with primary institution (the one submitting the application to the Sponsor). The person signing should be the authorized institutional official (not the PI).</p> <p>This letter would be addressed to the authorized official and signed by the subcontracting organization's authorized official. The letter should include a statement of the subcontracting institution's compliance with the sponsor's certifications, and a statement regarding their current Facilities and Administrative Rate. <i>Note: Other forms</i> accepted NIH 2590 and 398 signed by an authorized official.</p>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<p style="text-align: center;"><b>Statement of Work / Rationale</b></p> <p>The subcontracting organization should include a brief, concise description of the work the subcontractor will be performing for you under the award. <i>Note: This will become an attachment to the subcontract. A subcontract is a legally binding document; it must be as specific as possible.</i></p>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<p style="text-align: center;"><b>Budget Sheet(s) and Budget Justification</b></p> <p>You will need to ask the subcontracting organization to send you the detailed budget for their portion of the project, to be included with your proposal when it is routed. Sometimes the Sponsor's Budget Sheets are necessary. Other times an informal excel spreadsheet or word document will suffice. A budget justification narrative should always be included.</p>	<b>YES</b>	<b>YES</b>	<b>NO</b>
<p style="text-align: center;"><b>Biographical Sketches for ALL Key Personnel</b></p> <p>This section should be limited to information about the professional background, affiliations and publications of the key personnel. Consult the program guidelines for page limitations and specific requirements.</p>	<b>YES</b>	<b>YES</b> <b>**for PPG's and U Grants**</b>  <b>NO</b> <b>**for E-snap grants**</b>	<b>NO</b>
<p style="text-align: center;"><b>Checklist Page</b></p> <p><b>**Other accepted documentation, if F&amp;A is listed on a detail budget or F&amp;A is indicated on the Letter of Intent.</b></p>	<b>YES</b>	<b>YES</b>	<b>NO</b>