



MOUNT SINAI
SCHOOL OF
MEDICINE

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To: Investigators, Department Chairpersons, and Administrators
From: Grants and Contracts Office
Date: October 28, 2009
Subject: Revised Documentation for Grants Including Subcontractors

The purpose of this notice is to inform investigators and staff of the procedures for including subcontracts under MSSM prime grants. To ensure compliance with federal regulations, the Grants and Contracts Office (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;">Signed Letter of Intent</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. Note: Other forms accepted NIH 2590 and 398 signed by an authorized official.</p>	YES	YES	YES
<p style="text-align: center;">Statement of Work / Rationale</p> <p>The subcontracting organization should include a brief, concise description of the work the subcontractor will be performing for you under the award. Note: This will become an attachment to the subcontract. A subcontract is a legally binding document; it must be as specific as possible.</p>	YES	YES	YES
<p style="text-align: center;">Budget Sheet(s) and Budget Justification</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>	YES	YES	NO
<p style="text-align: center;">Biographical Sketches for ALL Key Personnel</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>	YES	YES ***only for NEW senior / key personnel since the previous submission***	NO
<p style="text-align: center;">Checklist Page</p> <p>**Other accepted documentation, if F&A is listed on a detail budget or F&A is indicated on the Letter of Intent.</p>	YES	YES	NO