



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: Required Subcontracting Documentation for MSSM Investigators

The purpose of this notice is to inform investigators and staff of the documents required when MSSM is a subcontractor under another institution's grant. The Grants and Contracts Office (GCO) will provide you with a signed Letter of Intent addressed to the authorized official of the prime institution or organization.

To ensure compliance with federal regulations, the GCO must obtain from the PI required documentation for subcontract involvement prior to authorizing the overall proposal submission and yearly progress reports to the primary funding agency.

The PI is responsible for completing these documents prior to submission to the GCO:

- 1) GCO Form 1 for all MSSM Investigators
- 2) Detailed Budget and Budget Justification – this budget may be done on GCO Form 2, but please be aware that the prime institution will most likely require a budget in the NIH (or other agency) format so we strongly encourage you to prepare the budget on the NIH (or other agency) forms
- 3) GCO Form 3 – please attach the Statement of Work and any sections of the proposal directly related to MSSM's participation in the project and/or study
- 4) GCO Form 4 – brief summary in lay terms
- 5) GCO Form 5
- 6) GCO Form 6 completed and signed by all MSSM Investigators
- 7) GCO Form 7 completed and signed by all MSSM Investigators
- 8) GCO Form 8 if the grant is an NIH Multiple Investigator grant where the MSSM Investigator is listed as one of the Investigators
- 9) GCO Form 9
- 10) IRB/IACUC Protocols/Progress Reports as applicable
- 11) Biographical Sketches for ALL MSSM Key Personnel
- 12) Checklist Page

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.