

## New Subaward Request Checklist

*Please enter information that has (1) changed from the Sub Letter of Intent, (2) that is new and (3) that may assist in the issuance of the subaward*

### MIT Information

PI Name \_\_\_\_\_

Admin Contact Name \_\_\_\_\_

Subaward Project Title \_\_\_\_\_

### Subrecipient Institution Information

Legal Org Name \_\_\_\_\_ UEI \_\_\_\_\_

Performance Site Address  
*(if different than legal address)*

Sub PI Name \_\_\_\_\_ Email \_\_\_\_\_

Administrative Contact \_\_\_\_\_ Email \_\_\_\_\_

Contract Negotiation Contact \_\_\_\_\_ Email \_\_\_\_\_

### Project Information

Parent Award Number \_\_\_\_\_

Total Project Period of Performance start date \_\_\_\_\_ End date \_\_\_\_\_

Year 1 Obligation period start date \_\_\_\_\_ End date \_\_\_\_\_

Total anticipated funding for project \_\_\_\_\_ Funding amount for Year 1 obligation period: \_\_\_\_\_

Cost Share Amt project period \_\_\_\_\_ Amt Year 1 obligation period \_\_\_\_\_

Human Subjects Animal Subjects (if yes, upload approval document)

### Uploaded Documents – all FINAL:

Subrecipient Letter of Intent/Commitment

Sub-specific SOW

Sub-specific budget (detailing both current obligation and full performance period)

Sub-specific cost share budget (detailing both current obligation and full performance period)

Protocol approval

Related, ancillary agreements (i.e. NDA, MTA)

Additional documents: *(Award letter for internally granted, Email communications)*

### Special Instructions (i.e. Multiple PI award, delayed onset, extraordinary circumstances)