

# Subcontractor Documentation

Subcontractor documents, if applicable, including:

- scope of work (SOW)
- signed letter of intent (LOI) on the Subcontract's institutional letterhead:

Our Signing Official's information:

Allison Mackey  
Proposal Administrator III  
(979) 847-5845  
srs-proposals@tamu.edu

- final subcontract budget using the current [R&R Budget form](#) with amounts rounded to the nearest dollar amount – do not include cents.
- final subcontract budget justification
- collaborator's federal negotiated indirect cost rate agreement (or a link to it online)
- Current/Updated NIH Biosketch (for key personnel only) (***New format:*** <https://grants.nih.gov/grants/forms/biosketch.htm>)
- [Current & Pending/Other Support](#) for all Key Personnel (if required by sponsor) – please use the respective sponsor's template.
- Facilities/Equipment information as required by sponsor in Word format.
- Completed [performance site information](#)
- Completed [Key Personnel Profile](#)
- Regardless of funding source, prior to submission, the subrecipient must provide certification of compliance with the PHS FCOI Regulation (42 CFR Part 50) by providing IBT with either a screenshot (or a link to the webpage) showing their participation in the FDP Clearinghouse, or completing this [Conflict of Interest Disclosure form](#)
- Letter(s) of Support (if requested)