

Subcontractor Documentation

Subcontractor documents, if applicable, including:

- scope of work (SOW)
- signed letter of intent (LOI)

Our Signing Official's information:

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Proposal Administrator III
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- final subcontract budget using the current [R&R Budget form](#)
 - final subcontract budget justification
 - collaborator's federal negotiated indirect cost rate agreement (or a link to it online)
 - Current [Biosketches](#) for all Key Personnel (if required by sponsor)
 - [Current & Pending/Other Support](#) for all Key Personnel (if required by sponsor)
 - Facilities/Equipment information as required by sponsor
 - 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 an institutional Letter of Intent/Commitment or a form signed by the Authorized Signing Official, and **one** of the following:
- A. [Conflict of Interest Disclosure form](#) from each subcontractor
 - B. if the subrecipient is a participant in the Federal Demonstration Partnership ([FDP](#)), a screenshot of their membership page on the website will suffice.