**SUBCONTRACT CHECKLIST**

**Subcontracts with Biomedical Engineering**

Subcontract Institution:

Subaward PI contact information

Administrative Contact information

1. Detailed budget
2. Budget justification
3. Facilities and Resources/Equipment
4. Signed Institutional letter of intent
5. Statement of Work for project

For EACH Key Person:

1. NIH Biosketch – .docx file
2. Other Support
3. Detailed key personnel contact info – template on next page

**ENTRIES FOR SUB SITE/INVESTIGATOR**

**Project/Performance Site Location**

|  |  |
| --- | --- |
| **Organization Name** |  |
| **DUNS Number** |  |
| **Street1** |  |
| **Street2** |  |
| **City** |  |
| **County** |  |
| **State** |  |
| **Province (if applicable)** |  |
| **Country (if not US)** |  |
| **Zip/Postal Code (9 digit)**  *Grants.gov Adobe C requires 9 digit zip-code: see* [*http://zip4.usps.com/zip4/welcome.jsp*](http://zip4.usps.com/zip4/welcome.jsp) |  |
| **Project/Performance Site Congressional District** |  |

**PROFILE – Senior/Key Person**

|  |  |
| --- | --- |
| **First, Last Name, Degree** |  |
| **Official Position Title (at below institution)**  *Position title should be consistent with the Support Letter and Biosketch* |  |
| **Department** |  |
| **Organization Name** |  |
| **Division (if applicable)** |  |
| **Street1 (Address)** |  |
| **City** |  |
| **State** |  |
| **Zip/Postal Code (9 digit)**  *Grants.gov Adobe C requires 9 digit zip-code: see* [*http://zip4.usps.com/zip4/welcome.jsp*](http://zip4.usps.com/zip4/welcome.jsp) |  |
| **Credential (eRA Commons ID)**  *Required for those designated PI in Project Role (below)* |  |
| **Project Role** |  |
| **Phone Number** |  |
| **Email** |  |

|  |  |
| --- | --- |
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| **Email** |  |

|  |  |
| --- | --- |
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| **Phone Number** |  |
| **Email** |  |