

**Subcontract PreAward Processing Checklist**

**UMass as Prime Institute to External Institute**

Required documents requested:

Collaborator Full Contact Information

DUNS

EIN

Congressional District

Face Page (if required by NIH)

Statement of Work for all Key Personnel

Detailed Budget (398 or SF424)

Future Years Budgets (398 or SF424)

Budget Justification

Biosketches for all Key Personnel

Resource Page (facilities)

Checklist

Copy of consortium F&A rate agreement

Signed Subrecipient Commitment Form (Letter of Intent) or Signed Face Page

Any other documents required by UMass or sponsor

UMass Proposal Information:

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

RESEARCH FUNDING

55 LAKE AVENUE NORTH, WORCESTER, MA 01655

**TEL** 508.856.2119 **FAX** 508.856.5004

[research.funding@umassmed.edu](mailto:research.funding@umassmed.edu)

Signing Official: DUNS: 603847393

[Diego Vazquez](mailto:Diego.Vazquez@umassmed.edu) CD: MA-002

Assistant Vice Provost, Research Funding EIN: 1043167352A1

UMass Medical School

Office of the Vice Provost for Research

55 Lake Ave. North

Worcester, MA 01655

Phone: 508-856-5600

Fax: 508-856-5004

Email: [research.funding@umassmed.edu](mailto:research.funding@umassmed.edu)

**FOR UMASS PURPOSES ONLY:**

Cayuse Profile Information (subcontract table for electronic submissions),

[Subcontract\_Table.xls](http://www.umassmed.edu/uploadedFiles/Subcontract_Table.xls)

W-9 (if collaborating site is not a vendor in our system), [financials\UMW-9.pdf](http://inside.umassmed.edu/uploadedFiles/policies/Vol5_Forms/UMW-9.pdf)

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