

## 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  
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DUNS: 603847393  
CD: MA-002  
EIN: 1043167352A1

### **FOR UMASS PURPOSES ONLY:**

- Cayuse Profile Information (subcontract table for electronic submissions), [Subcontract Table.xls](#)
- W-9 (if collaborating site is not a vendor in our system), [financials\UMW-9.pdf](#)