

Items needed for Subcontracts

SUBCONTRACTS

The OU PI should have their contact at the subcontract organization provide information for their ORS equivalent person – their name, phone number and email address and should forward that information to their Proposal Specialist.

These are the basic items that OU/ORS needs for a subcontract (OU is the Lead):

1. A **short statement of work** (include a list of tasks or objectives the organization is responsible for completing)
2. A **budget** (categories of spending for direct and indirect costs for each year of the proposal plus a cumulative column/page).
3. A **budget justification** (explanation of the budget)
4. A **Subrecipient Commitment Form** signed by someone with legal authority to commit the organization to the project (Note: the person who can commit is usually not a PI). **The letter needs to include the amount expected for the subcontract (cumulative total for the subcontract or the subtotal for each year. If cost share is involved this should also be listed).**
5. If the budget includes overhead/indirect charges, please provide a copy or link to the negotiated rate agreement.
6. If the sponsor requires specific forms for submission those are also expected.
7. Supporting documentation (e.g. biographical sketch, current & pending, etc.), if applicable.

This information is required prior to routing the proposal and preferred via email to the Proposal Specialist whose contact should be provided by the OU PI.

When OU is the subrecipient, the lead organization will let us know what documents are needed.