

Instructions to COS PI's to request Subaward Documents for proposals in the YELLOW Service Zone

If your proposal includes a subaward or subawards to institutions outside of NC state and your proposal service zone is YELLOW, you will need to request the appropriate subaward documents from each of the outside (subaward) institutions.

Below are four email templates that can be used to request the documents needed for both the proposal and for the documentation required by NCSU SPARCS for the PINS record. The documentation in PINS is used by COS Post-Award to establish the sub award agreement when the project is funded. NCSU SPARCS will not approve the proposal PINS without this documentation which could lead to delays in setting up the award. The documents are also needed to add the subaward budget to the NCSU proposal budget. Failure to obtain a budget approved by the subaward institution could prevent the proposal from being submitted on time or returned from the sponsor without review.

Three of the four subaward request templates are sponsor-specific to NIH, NSF and DOE. The fourth is a generic template. With every template, the COS PI will have to include the following basic proposal information: **Proposal Title, Proposal RFP or equivalent, Project timeline to include project start and end dates.** In every case, it is the responsibility of the PI to ensure that the list of subaward documents requested is accurate according to all sponsor requirements including the RFP/NOFO and any other relevant sponsor requirements (i.e. NSF PAPPG, NIH SF 424 guidelines, etc.). **COS Pre-Award is not responsible for the accuracy of the sub award document request when the proposal is in the YELLOW zone.**

Please note that different institutions have their own internal deadlines for processing proposals and the request for subaward documents should be made as soon as possible. **COS Pre award is not responsible for the timely request for subaward documents when the proposal is in the YELLOW Zone.**

NIH Sub awards:

Dear (insert sub award institution contact name here):

I am assisting NCSU PI (insert COS Lead PI name here) with his/her upcoming NIH proposal, and it is my understanding that your institution will be a subcontract on this proposal.

Here is the relevant information:

Title: (Proposal title goes here)

Solicitation Number: (RFP/NOFO name and/or number goes here)

Project Dates: (Specify start and end dates of proposal/project)

Please submit the following documents to cos_preaward@ncsu.edu by (insert due date that is at least 5 business days prior to sponsor deadline)

For the subcontract, my office will require the following documentation:

1.) Signed Letter of Intent (Institutional), addressed to:

Joanna Jones, MA, CRA
Authorized Organizational Representative (AOR)
North Carolina State University
College of Sciences Research Office
2700 Stinson Drive, Cox Hall, Suite 300
Raleigh, NC 27695-8209

2.) Signed NIH Face Page 1

3.) Statement of Work

4.) Completed SF 424 Budget Form or RR Budget Form

5.) Budget Justification

6.) NIH-formatted Biographical Sketch for all Senior Personnel

Optional documentation:

Facilities Statement

Equipment Statement

Letter of Collaboration

Authentication of Key Biological and/or Chemical Resources, if applicable

Copy of federally-negotiated Facilities & Administration Rate agreement (if not part of FDP clearinghouse)

Proof of current regulatory compliance approvals to include Human Subjects/IRB and/or IACUC, if applicable and/or available

Any other documents required by the RFP

NSF Sub awards:

Dear **(insert sub award institution contact name here)**:

I am assisting NCSU PI **(insert COS Lead PI name here)** with his/her upcoming NSF proposal, and it is my understanding that your institution will be a subcontract on this proposal.

Here is the relevant information:

Title: (Proposal title goes here)

Solicitation Number: (RFP/NOFO name and/or number goes here)

Project Dates: (Specify start and end dates of proposal/project)

Please submit the following documents to cos_preaward@ncsu.edu by **(insert due date that is at least 5 business days prior to sponsor deadline)**

For the subcontract, my office will require the following documentation:

1.) Signed Letter of Intent (Institutional), addressed to:

Joanna Jones, MA, CRA
Authorized Organizational Representative (AOR)
North Carolina State University
College of Sciences Research Office
2700 Stinson Drive, Cox Hall, Suite 300
Raleigh, NC 27695-8209

2.) Statement of Work

3.) Budget

4.) Budget Justification

5.) Current and Pending in NSF/SciENCv format

6.) Biographical Sketch/CV in NSF/SciENCv format

7.) Synergistic Activities 1-page only

7.) Collaborators and Other Affiliations (NSF COA form in excel format)

Optional documentation:

Facilities, Equipment and Other Resources Statement
Letter of Collaboration
Copy of federally-negotiated Facilities & Administration Rate agreement (if not part of FDP clearinghouse)
Proof of current regulatory compliance approvals, if applicable and/or available
Any other documents required by the RFP

DOE Sub awards:

Dear **(insert sub award institution contact name here)**:

I am assisting NCSU PI **(insert COS Lead PI name here)** with his upcoming DOE XXX proposal, and it is my understanding that your institution will be a subcontract on this proposal.

Here is the relevant information:

Title: (Proposal title goes here)

Solicitation Number: (RFP/NOFO name and/or number goes here)

Project Dates: (Specify start and end dates of proposal/project)

Please submit the following documents to cos_preaward@ncsu.edu by **(insert due date that is at least 5 business days prior to sponsor deadline)**

For the subcontract, my office will require the following documentation:

1.) Signed Letter of Intent (Institutional), addressed to:

Joanna Jones, MA, CRA
Authorized Organizational Representative (AOR)
North Carolina State University
College of Sciences Research Office
2700 Stinson Drive, Cox Hall, Suite 300
Raleigh, NC 27695-8209

2.) Statement of Work

3.) Budget on R&R Budget form

4.) Budget Justification

5.) Current and Pending in NSF/SciENCv format for all Sr./Key Personnel NEW: must include attestation of Research Security Training

6.) Biographical Sketch in NSF/SciENCv format for all Sr. Key Personnel

7.) Facilities Statement

8.) Equipment Statement

9.) List of Individuals Who Should Not Serve As Merit Reviewers for all Sr./Key Personnel in Excel Format (DOE Collaborator Form).

Optional documentation:

Letter of Collaboration

Copy of federally-negotiated Facilities & Administration Rate agreement (if not part of FDP clearinghouse)

Proof of current regulatory compliance approvals, if applicable and/or available

Any other documents required by the RFP

Generic Sub award:

Dear **(insert sub award institution contact name here)**:

I am assisting NCSU PI **(insert COS Lead PI name here)** with his/her upcoming (sponsor name) proposal, and it is my understanding that your institution will be a subcontract on this proposal.

Here is the relevant information:

Title: (Proposal title goes here)

Solicitation Number: (RFP/NOFO name and/or number goes here)

Project Dates: (Specify start and end dates of proposal/project)

Please submit the following documents to cos_preaward@ncsu.edu by **(insert due date that is at least 5 business days prior to sponsor deadline)**

For the subcontract, my office will require the following documentation:

1.) Signed Letter of Intent (Institutional), addressed to:

Joanna Jones, MA, CRA
Authorized Organizational Representative (AOR)
North Carolina State University
College of Sciences Research Office
2700 Stinson Drive, Cox Hall, Suite 300
Raleigh, NC 27695-8209

2.) Statement of Work

3.) Budget

4.) Budget Justification

5.) Current and Pending in (sponsor name) format, if applicable

6.) Biographical Sketch in (sponsor name) format

Optional documentation:

Facilities Statement

Letter of Collaboration

Authentication of Key Biological and/or Chemical Resources, if applicable

Copy of federally-negotiated Facilities & Administration Rate agreement (if not part of FDP clearinghouse and applicable to this sponsor)

Proof of current regulatory compliance approvals, if applicable and/or available

Any other documents required by the RFP