

### Subcontract Checklist

Project Title:

Northwestern PI:

Prime Sponsor:

Solicitation Number:

Project Dates:

Northwestern Research Admin:

Subcontract PI:

Subcontract Institution:

Total Subcontract Budget:

**Date subcontract package must be received by Northwestern:**

**Please return the checked items to the Northwestern Research Administrator listed above:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Institutionally endorsed Letter of Intent (LOI)<br><input type="checkbox"/> Please include Conflict of Interest (COI) statement<br><i>Please address LOI to:<br/>         Kelly Morrison, Director<br/>         Northwestern University Office for Sponsored Research<br/>         1801 Maple Ave., 2nd Floor, Suite 2410<br/>         Evanston, IL 60201-3149</i> |
| <input type="checkbox"/> | Statement of Work (SOW)  |
| <input type="checkbox"/> | Detailed Budget  |
| <input type="checkbox"/> | Budget Justification – detailed narrative of each line item in budget  |
| <input type="checkbox"/> | Current Institutional Rate Agreement (includes F&A and fringe rates & agency)  |
| <input type="checkbox"/> | Biosketches of Key Personnel   |
| <input type="checkbox"/> |  |
| <input type="checkbox"/> |  |
| <input type="checkbox"/> |  |
| <input type="checkbox"/> |  |

Notes: (i.e. cost share requirements, budget format/template, budget restrictions)