**10/26/2020**

**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 Development Specialist (PDS).**

**These are the basic items that OU/ORS needs for a subcontract:**

1. A **budget** (categories of spending for direct and indirect costs for each year of the proposal plus a cumulative column/page). If possible, provide draft numbers (direct & indirect) while internal processes for official submission are completing. It is preferable for these numbers to come to us from the sponsored project office or contracts office, so rates used are correct.
2. A **budget justification** (explanation of the budget; how detailed it needs to be varies by sponsor)
3. A **short statement of work** (what will be done for the funds received; if applicable it might have objectives or tasks; it would not be the same project summary used in the proposal submission unless it was clear what was being done by each organization)
4. An **official letter of commitment**--–signed by someone with legal authority to commit the organization (this letter can also include the statement of work)—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)**.  Letter addressed to:

            Michael Purcell

            Interim, Executive Director

            Office of Research Services

            University of Oklahoma

            201 Stephenson Parkway, Suite 3100

            Norman, OK  73019-9705

If the organization has a subcontract form or intent form that suffices as their intent to project a subcontract will be done then that is acceptable in lieu of a letter –provided a letter is not needed by the sponsor (and the form needs to be signed by an authorized person).

1. If the budget includes overhead/indirect charges, please provide a copy or link to the rate agreement.
2. Please provide a link to or copy of your last audit.
3. If the sponsor requires specific forms for submission those are also expected, this includes such items as an R&R detailed budget form for non-modular NIH submissions and the DOE budget justification form for most DOE submissions.
4. The OU PI may also need vita, current & pending, input for other areas of the submission, or organizational information such as federal id numbers.

Except for item 8 (which may be sent to the OU PI), this information is preferred via email to the Proposal Development Specialist whose contact should be provided by the OU PI.