

**OFFICE OF GRANTS AND CONTRACTS  
OVERVIEW OF DOCUMENTS NEEDED IN GRANT PROPOSAL PROCESS  
MAINE MEDICAL CENTER**

<b>NIH/Other Federal Grant Proposal</b>	<b>Non-Federal Grant Proposal</b>	<b>MMC is Subcontractor (another Institution is prime)</b>	<b>MMC is prime and has subcontracts on proposal (what is required from subcontractors)</b>
<ul style="list-style-type: none"> <li>• Presubmission Form, (Dept. Head approval)</li> <li>• PI Assurance form</li> <li>• Funding Opportunity Announcement (FOA) or guidelines/funding announcement from agency</li> <li>• Senior/Key have FCOI disclosures on file</li> <li>• Abstract</li> <li>• Health relevance narrative</li> <li>• Budget and Justification</li> <li>• Equipment, Facilities</li> <li>• Authentication, Resource-Sharing</li> <li>• Specific Aims, Research Strategy, Bibliography</li> <li>• Biosketches, Letters of Support</li> </ul> <p>If Applicable:</p> <ul style="list-style-type: none"> <li>• Subcontract Documents (see fourth column)*</li> <li>• Introduction (resubmissions only)</li> <li>• Progress Rpt (renewals only)</li> <li>• Multiple PI plan (if multi PI)</li> <li>• Consortium Arrangements (if subcontracts included)</li> <li>• Cover Letter (optional)</li> <li>• Human subjects sections</li> <li>• Vertebrate animal description</li> </ul>	<ul style="list-style-type: none"> <li>• Presubmission Form, (Dept. Head approval)</li> <li>• PI Assurance form</li> <li>• Funding Opportunity Announcement (FOA) or guidelines/funding announcement from agency or on agency website</li> </ul> <p>Grant Manager will review guidelines and develop a list of components needed and timeline for submission</p> <p>If Applicable:</p> <ul style="list-style-type: none"> <li>• Cost-sharing approval</li> <li>• Indirect waiver approval</li> </ul>	<p>Needed from Prime Institution:</p> <ul style="list-style-type: none"> <li>• FOA and/or sponsor guidelines</li> <li>• Performance Period and Title</li> <li>• Abstract or Specific Aims</li> <li>• Budget limits for MMC</li> </ul> <p>Needed from PI:</p> <ul style="list-style-type: none"> <li>• Presubmission approval from Dept Chair</li> </ul> <p>Grant Manager will send the following documents to the Prime:</p> <ul style="list-style-type: none"> <li>• Budget and Justification (in sponsor-required format)</li> <li>• Signed Institutional Letter of Intent</li> <li>• MMC Statement of Work</li> <li>• MMC Indirect Rate Agreement</li> <li>• Biosketch of MMC PI</li> <li>• MMC Resources/Facilities</li> </ul> <p>(plus other documents as required by Prime institution)</p>	<p>*MMC will request from subcontract organizations the following documents to be received 10 working days prior to submission:</p> <ul style="list-style-type: none"> <li>• Letter of Intent signed by Institutional Official</li> <li>• Indirect rate agreement</li> <li>• Budget and Justification as required by sponsor</li> <li>• Scope of Work</li> <li>• Biosketch of sub PI</li> <li>• Resources/Facilities write-up</li> </ul> <p>(If sponsor requires additional documents, e.g. vertebrate animals, human subjects write-ups, we will include them in the list)</p>