## Overview of Documents Needed in Grant Proposal Process

### NIH/Other Federal Grant Proposal
- Presubmission Form, (Dept. Head or Center Dir approval)
- PI Assurance form
- Funding Opportunity Announcement (FOA) or guidelines/funding announcement from agency
- Senior/Key must have FCOI disclosures on file
- Abstract
- Health relevance narrative
- Budget and Justification
- Equipment, Facilities
- Authentication, Resource-Sharing
- Specific Aims, Research Strategy, Bibliography
- Biosketches, Letters of Support

If Applicable:
- Subcontract Documents (see fourth column)*
- Introduction (resubmissions only)
- Progress Rpt (renewals only)
- Multiple PI plan (if multi PI)
- Consortium Arrangements
- Human subjects sections
- Vertebrate animal description

If applicable: cost sharing or indirect waiver approval.

### Non-Federal Grant Proposal
- Presubmission Form, (Dept. Head or Ctr Director approval)
- PI Assurance form
- Funding Opportunity Announcement (FOA) or guidelines/funding announcement from agency or on agency website
- Senior/Key must have FCOI disclosures on file
- Budget and justification

Grant Office will review guidelines and develop a list of components needed and timeline for submission.

If Applicable:
- Cost-sharing approval
- Indirect waiver approval

### MMC is Subawardee (another Institution is prime)
- FOA and/or sponsor guidelines
- Performance Period and Title
- Abstract or Specific Aims
- Budget limits for MMC
- Protocol (if clinical trial)

Needed from PI:
- Presubmission approval from Dept Chair or Center Director

Grant Office will send the following documents to the Prime as requested:
- Budget and Justification (in sponsor-required format)
- Signed Institutional Letter of Intent
- MMC Statement of Work
- MMC Indirect Rate Agreement
- Biosketch of MMC PI
- MMC Resources/Facilities

(plus other documents as required by Prime institution)

### MMC is prime and has subawards on proposal (what is required from subawardees)
- Letter of Intent signed by Institutional Official
- Indirect rate agreement
- Budget and Justification as required by sponsor
- Scope of Work
- Biosketch of sub PI
- Resources/Facilities write-up

(If sponsor requires additional documents, e.g. vertebrate animals, human subjects write-ups, we will include them in the list)

---

AdminGrants/ Grant process SOPS/ revised for website 2020/Grants documents at a glance