

SUBCONTRACTOR GUIDANCE and DOCUMENTATION

Guidance on Establishing a Subcontractor at the Proposal Stage

- I. **If MSU is the lead institution (with one or more subcontractor(s)):** If MSU is the lead on a collaborative submission that will include one or more subcontractors, MSU's PI/PD will initially reach out to his/her collaborator at the partnering institution to request the contact information of the sponsored programs officer whom OSP's pre-award specialist will work with to finalize necessary documentation. *This is a very important step as any subsequent agreement will be between institutions. The subcontractor's OSP/Grants Office has the primary responsibility of verifying the accuracy of the documentation (e.g., budget, budget justification) prior to final submission to MSU.*

OSP's assigned pre-award specialist will make initial contact with the subcontracting entities' respective grants offices/officers.

Each Subcontracting Organization/Entity must *minimally* include the following to MSU Pre-Award staff before submission. *The deadline for this documentation will be set by the MSU pre-award specialist assigned to the proposal.*

- a. MSU Subrecipient Commitment Form
 - b. Statement of Work: A description of the work that the subcontracting entity will perform should the project be funded. It should identify the co-investigator and another senior/key personnel and in detail, specify tasks/deliverables expected during the project. It sets the "ground rules" for the relationship and, as such, is a very important document.
 - c. Detailed Budget and Budget Justification in the format prescribed by the sponsor.
 - d. Proposal/Project Specific Requirements—e.g., biosketches of key personnel, current and pending support, performance site data, SF424R&R (if a Grants.gov/CAYUSE submission), etc.
 - e. Copy of the institution's current Indirect Cost Rate Agreement (if applicable)
 - f. Any other documents items specific to the application to be submitted.
- II. **If MSU is the subcontractor:** If an external institution is the lead entity on a proposal submission, and MSU will be the subcontractor, MSU's PI/PD will provide the contact info of his/her assigned OSP pre-award specialist to the lead collaborating PI/PD. **The lead institution's Sponsored Programs office must contact OSP as soon as possible and specify the proposal materials required for submission along with a deadline for receipt.**

This is a very important step as any subsequent agreement will be between institutions. MSU's OSP has the primary responsibility of verifying the accuracy of the documentation (e.g., budget, budget justification) prior to final submission to the lead applicant

At a minimum, MSU would provide to the lead institution the following documents:

- a. External entity's Subrecipient Monitoring Form (if applicable) or Letter of Commitment signed by MSU's Authorized Official.
- b.) Statement of Work: A description of the work that the subcontracting entity will perform should the project be funded. It should identify the co-investigator and another senior/key personnel and in detail, specify tasks/deliverables expected during the project. It sets the "ground rules" for the relationship and, as such, is a very important document.
- c. Detailed Budget and Budget Justification in the format prescribed by the sponsor
- d. Proposal/Project Specific Requirements—e.g., biosketches of key personnel, current and pending support, performance site data, SF424R&R (if a Grants.gov/CAYUSE submission), etc.
- e. Copy of MSU's current Indirect Cost Rate Agreement (if applicable)
- f. Any remaining documents specific to the application to be submitted.