* **Are the PI/Co-PIs registered in Research.Gov?**
	+ Share the NSF ID number with Office of Sponsored Programs (OSP)
* **Lead grantee must provide:**
	+ Project Start and End dates:
	+ Project title
	+ Total $ amount of subcontract

**From Sub-Award/Sub-Recipient Organization:**

* **Letter of Collaboration from the PI/co-PI**, stating ONLY the following on collaborator’s letterhead: “If the proposal submitted by Dr. [insert the full name of the Principal Investigator] entitled [insert the proposal title] is selected for funding by NSF, it is my intent to collaborate and/or commit resources as detailed in the Project Description or the Facilities, Equipment and Other Resources section of the proposal.
* **A Statement of Work (1-2 pages)** to explain PI/Co-PI roles and responsibilities in the grant. This is an internal document shared with OSP and the lead organization, and can follow any format that is appropriate.
* **Budget (Template) and Budget Justification (PDF)**- provide a separate budget and a budget justification of no more than 5 pages. The narrative budget justification must include detailed explanations (including calculations) for each line item with budget resources listed in the budget for each year of the grant. Every line item with a price must be justified.
	+ The Budget Justification file must include any letters of collaboration from organizations proposed as sub awardees or individuals proposed as consultants in the effort.
* **Facilities, Equipment and Other Resources**-Identify the facilities to be used (Laboratory, Animal, Computer, Office, Clinical, and Other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work.

For each individual from the Sub-Award Organization identified as senior personnel, please provide on an NSF-approved format:

* **NSF biosketch (max 3 pages)** – Use required form (PDF) and check work against instructions in links embedded in the form.
* **Collaborators and Other Affiliations (COA)** – use current forms/PDF
* **Current and Pending Support (CPS)** – use current forms/XLS
* Provide NSF ID number

OSP must additionally provide:

* A signed sub-recipient form
* Negotiated Indirect Cost Rate Agreements