

## **CPP as a Subrecipient – Required Proposal Items**

- Scope of Work (with details of CPP's portion of the project)
- Letter of Intent (to be signed by ORSP/Foundations)
- Detailed Budget (in sponsor-required format)
- Budget Justification\* - strongly encourage using templates on the ORSP intranet page
- Letter of support and/or institutional letter of commitment (if required by the prime applicant/sponsor or if the PI intends to provide)
- Any other materials required by the prime applicant/sponsor\*\*

### Notes:

**All materials are due at pre-review** (i.e., 5 business days in advance of the **PTE's (Pass thru Entity)** deadline, *not* the prime sponsor deadline)

\*A budget justification is always required, *unless* 1) the sponsor does not require it, *and* 2) the budget is for personnel time & effort ONLY.

\*\***For NIH proposals**, the following additional items are required by NIH and must be submitted to ORSP for review:

- Biosketch for all Key Personnel
- Facilities & Resources Page
- Equipment (if applicable and to be included in the application)
- Multi-PI Plan (if CPP investigator is an MPI on the application)
- 'Intent to Rely' Letter (signed by Institutional Official; required if application involves multi-site non-exempt human subjects research using the same protocol at multiple domestic sites, and CPP is participating as one of those sites).