

SAMPLE EMAIL LANGUAGE FOR UCLA PI/PREPARER TO EDIT ACCORDING TO PROPOSAL

1. NIH Prime Sponsor, Subrecipient is another UC Campus

Hello,

My name is [insert your name] and I will be assisting Dr. Jones (UCLA) with proposal coordination for a R01 application due to NIH on 6/5/2020. UCSD will be included as a subrecipient with Dr. Evans serving as the UCSD Subaward Lead. Provided below is key information and a list of required subaward documents.

Please email me the following by close of business, Thursday, May 22nd:

1. UC Multi-Campus Agreement Form – attached, *signed by institutional official*
2. Scope of Work
3. Performance Site Information - attached
4. NIH Person Profile Information - attached
5. Dr. Evans Current NIH Biosketch
6. Facilities and Resources
7. Major Equipment, if applicable
8. SF424 RR budget with budget justification embedded on P3

Key information:

[PA-19-091](#) - *attached*

Sponsor: NIH

Applicant Institution: UCLA

UCLA PI: James Jones, PhD

Project period: 4/1/21-3/31/25

Title: *Impact of stress on research administrators*

Subaward (UCSD) Budget: Dr. Jones asks that your site budget not exceed \$150,000 in annual direct costs.

Thank you,

SEE NEXT PAGE FOR MORE SAMPLES

2. NIH Prime Sponsor, Subrecipient is a domestic entity and a FDP pilot member

Hello,

My name is [insert your name] and I will be assisting Dr. Jones (UCLA) with proposal coordination for a R01 application due to NIH on 6/5/2020. Duke will be included as a subrecipient with Dr. Watts serving as the Duke Subaward Lead. Provided below is key information and a list of required subaward documents.

Please email me the following by close of business, Thursday, May 22nd:

1. UCLA Letter of Intent (Subrecipient Commitment Form for FDP Members) *signed by institutional official*
2. Scope of Work
3. Performance Site Information - attached
4. NIH Person Profile Information - attached
5. Dr. Watts Current NIH Biosketch
6. Facilities and Resources
7. Major Equipment, if applicable
8. SF424 RR budget with budget justification embedded on P3

Key information:

[PA-19-091](#) - attached

Sponsor: NIH

Applicant Institution: UCLA

UCLA PI: James Jones, PhD

Project period: 4/1/21-3/31/25

Title: *Impact of stress on research administrators*

Subaward (Duke) Budget: Dr. Jones asks that your site budget not exceed \$150,000 in annual direct costs.

Thank you,

3. NIH Prime Sponsor, Subrecipient is a domestic entity and a non-FDP pilot member

Hello,

My name is [insert your name] and I will be assisting Dr. Jones (UCLA) with proposal coordination for a R01 application due to NIH on 6/5/2020. Duke will be included as a subrecipient with Dr. Beverly serving as the Victory Research Institute Subaward Lead. Provided below is key information and a list of required subaward documents.

Please email me the following by close of business, Thursday, May 22nd:

1. UCLA Subrecipient Commitment Form (attachment B) *signed by institutional official*
2. Scope of Work
3. Performance Site Information - attached
4. NIH Person Profile Information - attached
5. Dr. Beverly Current NIH Biosketch
6. Facilities and Resources
7. Major Equipment, if applicable
8. SF424 RR budget with budget justification embedded on P3
9. Current F & A rate agreement
10. Depending on responses provided on the UCLA Subrecipient Commitment Form, you may also need to provide:
 - PHS Financial Disclosure Form for Subrecipient Entities
 - Certificate of Compliance with OMB Circular A-133/Uniform Guidance
 - Financial Audit Mgmt Questionnaire

Key information:

[PA-19-091](#) - attached

Sponsor: NIH

Applicant Institution: UCLA

UCLA PI: James Jones, PhD

Project period: 4/1/21-3/31/25

Title: *Impact of stress on research administrators*

Subaward (Victory Research Institute) Budget: Dr. Jones asks that your site budget not exceed \$150,000 in annual direct costs.

Thank you,