

Application Stage						
Requirement	Conditions that may impact Requirements (*)	Resources	DFCI is the "Subrecipient" Institution		DFCI is the "Pass-through Entity" or "Prime"	
			Incoming Subaward		Outgoing Subaward	
			Federal	Non-federal	Federal	Non-federal
Completed DFCI Coversheet		InfoEd is capable of generating this form, alternatively, it is available at DFCI Online> Grants and Contracts> Pre-Award Forms	X	X	X	X
DFCI Investigator Identification Form & DFCI Financial Interest and Debarment Certificate	The IID and Financial Interest forms must be complete and signed if the sponsor is a PHS agency, DoD, or are otherwise required by the sponsor.	InfoEd is capable of generating these forms, alternatively, it is available at DFCI Online> Grants and Contracts> Pre-Award Forms	X	*	X	*
Subrecipient FCOI Commitment Form	This form is required if a subrecipient institution is not listed in the FDP Clearinghouse, available at http://sites.nationalacademies.org/PGA/fdp/PGA_070596 . Should the subrecipient not have a PHS-compliant policy and agrees to follow the DFCI FCOI policy, a Financial Interest Report must be completed for each investigator.	DFCI Online> Grants and Contracts> Pre-Award Forms			X	*
Statement of Intent (w/Statement of Work)	There are PHS and non-PHS versions of the SOI available. When foreign subrecipients are involved in a federal project, we prefer that the site include the DFCI PHS SOI as a part of their subaward package.	DFCI Online> Grants and Contracts> Pre-Award Forms	X	X	X	X
Detailed Budget		Refer to Sponsor Guidelines for specific instructions	X	X	X	X
Budget justification		Refer to Sponsor Guidelines for specific instructions	X	X	X	X
Biographical Sketches for Senior/Key Personnel		Refer to Sponsor Guidelines for specific instructions	X	X	X	X
Documentation of an Investigator's Research Support (Other Support)	Requirements for this kind of information vary by funding mechanism and sponsor. The rule of thumb is that if the sponsor requires documentation of research support, the Office of Grants and Contracts will also require this information. Examples of this kind of document include: 1) Other Support - NIH; 2) Current and Pending Support - NSF; 3) Previous/Current/Pending Support - DOD; and 4) Summary of Research Support.	Refer to Sponsor Guidelines for specific instructions	*	*	*	*
Checklist / documentation of F&A rate					X	
Facilities and Resources page			X	X	X	X
Compliance Documentation, as applicable						
Human subject Descriptions			X	X	X	X
Vertebrate Animal Plans			X	X	X	X
RDNA /BCC approvals			X	X	X	X
Human Stem Cell			X	X	X	X
Select Agents			X	X	X	X
Other items requested in RFA/PA/FOA			X	X	X	X
Original funding opportunity (FOA/PA/RFA/BAA) and instructions from the prime/PTE			X	X	X	X

Key	
X	Required element.
*	May be required depending on the situation.