Date: May X, 2023

UF Principal Investigator (PI): XXXXX

Prime Sponsor: XXXXX

Prime FOA Number: XXXXX

Period of Support: XXXXX

**Title:** XXXXX

Below is a compiled list of the required documents as a Subaward to Dr. XXXXX’s SPONSOR proposal. Please return all documents no later than COB (5 p.m. EST) on or byXXXXX. Please feel free to submit sooner if complete, or to let us know if this timeframe is unattainable. Note that some documents have a specific naming convention to be followed.

The current full solicitation (attachment 0), required templates, and other resources are attached in the requesting email, and will be referenced below as needed. Copies can be supplied if needed.

1. **Letter of Intent/Commitment** - completed and signed by an authorized official. This will be considered your institutions Letter of Support for the award. Single submission per institution required.
2. **Statement of Work** (Template example provided) - Please state specifically what your organization is responsible for. This will not be submitted in the final proposal but is used as a basis for the subaward agreement. Single submission per institution required.
3. **Budget in X FORMAT** - See request email for specific institution budget allocation. Please see the FOA for details. Single submission per institution required.
4. **Detailed Budget Justification** (No template required, .pdf or MSWord formats are acceptable)

– Provide a budget narrative that addresses any requested budget categories. Single submission per institution required.

1. **Copy of your institutions Indirect Cost Rate Agreement or** statement regarding the rate being used if different than your negotiated rate or if you do not have one. Single submission per institution.
2. **Key Personnel Documents required by Sponsor** (Example: Biosketch, Current and Pending, COA, etc.)

Please do not hesitate to contact the Administrative Contact for this proposal, XXXXX, via email at XXXXX or phone at XXXXX with any questions about the above.

Thank you,

ADD SIGNATURE