**University of Toronto**

**Research Services Office**

**Submitting a Subaward/Consortium Documentation for a NIH Grant Application**

**Guide for External Subawards**

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Submitting a Subaward/ Consortium Documentation for a NIH Grant Application

Guide for External Subawards

You have been asked to participate as a Subaward/Consortium on an NIH grant being led by the University of Toronto on their NIH Grant Application.

As part of the application preparation, you will need to complete the following forms and submit to them to the UofT Faculty Member:

* Public Health Service (PHS) 398 Facepage
* Budget Form – R&R Subaward Budget Form
* Statement of Intent to Establish a Consortium Agreement
* UT Subaward FCOI Confirmation

**PLEASE NOTE: These are the standard documents required for most applications. You may be requested to provide additional documents**

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| **FORM** | | **PURPOSE** |
| [**Public Health Service (PHS) 398 Facepage**](https://grants.nih.gov/grants/funding/phs398/fp1.pdf) | In this form you will provide information regarding your institution including: PD/PI’s contact info, title, institutional assurances, overall budget information and institutional contact information.  The PD/PI will need to indicate their eRA Commons User Name.   * *If the PI does not have a user name, please contact your Research Office to obtain an account and user name.* | |
| **SF424 Research and Related Budget Form** | | As a subaward, you are required to complete detailed budgets using the SF242 R&R Budget form. Please complete all the budget information as instructed by the lead PI.  Things to remember when developing your budget:   * Your entire budget must be in **U.S. dollars.** * All Key Personnel must have Calendar/Academic/Summer month participation listed for the project –whether or not any salary support is being requested * Please ensure that salary requested conforms to the appropriate NIH Salary cap: http://grants.nih.gov/grants/policy/salcap\_summary.htm * You will also be required to provide a Budget justification. This file must provide the details of each expense that you have included in your budget. This should indicate description of each personnel member, including the PI and their roles and responsibilities in the project. Salary and benefits details should be included. All materials and supplies should have a brief description as well as a calculation of how you have calculated the total amount to be requested for each item.   R&R Form Tips   * You must install a compatible version of Adobe Reader before you can complete the R&R budget form. * Include your institutions appropriate indirect costs * In order to add another budget period, you must complete the required fields including the budget justification and then click on the “Next Period” button found on page 3. Please note that you should include a new budget period for each 12 month period of support. |
| **Subaward FCOI Confirmation** | | Subaward institutions must confirm they have a FCOI policy which adheres to the requirements in of PHS regulations set out in “Responsibility of Applicants for Promoting Objectivity in Research for which PHS Funding is Sought”. Please have your institution complete and sign |
| **Statement of intent to establish a consortium agreement** | | In this template, you will be asked to fill in the following: PIs names, Period of Grant, UofT Budget Amount. The purpose of this agreement is to confirm that all parties are aware of the NIH regulations and policies that are pertinent to NIH grant administration. Please have your institution complete and sign. Should your institution have its own SOI template, please use that in lieu of the template provided. |

**Additional Requests?**

There may be additional requirements that a will be needed to complete the application request. Please see below for a list of additional documents that you should provide:

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| **FORM** | **PURPOSE** |
| **Biosketch** | Each individual that is listed as key personnel must have a biosketch.  Please use the latest template found here: https://grants.nih.gov/grants/forms/biosketch.htm |
| **Equipment** | List major items of equipment already available for this project at your institution and, if appropriate identify location and pertinent capabilities. |
| **Facilities and Resource Description** | Provide a detailed description of the institutional facilities and resources available. The information provided is of major importance in establishing the feasibility of the goals of the career development plan. |
| **Statement**  **of Work** | Please provide a short description of your work on the proposed project (for internal use by UofT) |
| **Performance**  **Site Location** | Please provide the full address including 9 digit zipcode (as applicable) as well as your congressional district and institutional UEI |

**Documents Complete….What next???**

Once your documents are complete, submit them to the UofT PI for review at least 10 business days in advance of the NIH submission deadline.