

## 5. COLLABORATORS & SUBCONTRACTORS

Required only for some INSTAAR proposals

*Complete this form only if using subcontractors or submitting a collaborative proposal (where each university has its own budget and proposal submissions are coordinated).*

*Give this form and a draft budget to the Chief Financial Officer at least 3 weeks before the proposal deadline for Grants.gov submissions and at least 2 weeks for other submissions.*

1. <b>Today's Date:</b>	4. <b>Collaborative Proposal with another Univ.?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No 4b. If Yes on 4, which institution is prime?:																																																																		
2. <b>Principal Investigator:</b>	5. <b>Subcontractors.?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																		
3. <b>Proposal Full Title:</b>																																																																			
6. <b>Contact info for Collaborators (Collab) and Subcontractors (Sub) and their administrators:</b> <i>DO NOT list collaborators here unless each university has its own budget and proposal submissions are coordinated.</i>																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Type</th> <th style="width: 20%;">Person Name</th> <th style="width: 25%;">Institution</th> <th style="width: 15%;">Role</th> <th style="width: 15%;">Phone</th> <th style="width: 15%;">Email</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Collab</td> <td></td> <td></td> <td><input type="checkbox"/> Science</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sub</td> <td></td> <td></td> <td><input type="checkbox"/> Admin</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Collab</td> <td></td> <td></td> <td><input type="checkbox"/> Science</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sub</td> <td></td> <td></td> <td><input type="checkbox"/> Admin</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Collab</td> <td></td> <td></td> <td><input type="checkbox"/> Science</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sub</td> <td></td> <td></td> <td><input type="checkbox"/> Admin</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Collab</td> <td></td> <td></td> <td><input type="checkbox"/> Science</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sub</td> <td></td> <td></td> <td><input type="checkbox"/> Admin</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Collab</td> <td></td> <td></td> <td><input type="checkbox"/> Science</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sub</td> <td></td> <td></td> <td><input type="checkbox"/> Admin</td> <td></td> <td></td> </tr> </tbody> </table>		Type	Person Name	Institution	Role	Phone	Email	<input type="checkbox"/> Collab			<input type="checkbox"/> Science			<input type="checkbox"/> Sub			<input type="checkbox"/> Admin			<input type="checkbox"/> Collab			<input type="checkbox"/> Science			<input type="checkbox"/> Sub			<input type="checkbox"/> Admin			<input type="checkbox"/> Collab			<input type="checkbox"/> Science			<input type="checkbox"/> Sub			<input type="checkbox"/> Admin			<input type="checkbox"/> Collab			<input type="checkbox"/> Science			<input type="checkbox"/> Sub			<input type="checkbox"/> Admin			<input type="checkbox"/> Collab			<input type="checkbox"/> Science			<input type="checkbox"/> Sub			<input type="checkbox"/> Admin		
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7. **Comments / Unusual Aspects / Instructions:**

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*Proposal Guidelines*

**NSF collaborative proposals when CU is the prime**

*Each collaborative Institution should send the following info to [joyce.kroll@colorado.edu](mailto:joyce.kroll@colorado.edu) 303-735-3118:*

1. **NSF temporary proposal #** . this is the # that is automatically assigned when the proposal is set up in FastLane.
2. **Proposal PIN**. This must be manually assigned.

*All collaborative institutions need to have the same:*

3. **Title:** "Collaborative Research: followed by the real title"
4. **Start and end dates.**

**Subcontracts**

*Each subcontractor should create the following documents:*

1. **Statement of Work** which clearly states the deliverables [data, samples, reports, etc] and a time line for the deliverables.
2. **Letter of Commitment/Cooperation** from the sub's grants office stating intent to establish a subcontractual relationship/collaboration [whatever the grants office will provide]. Letter should be addressed BUT NOT SENT TO Randall W. Draper, Director Office of Contracts and Grants. This letter needs to be signed by the sub's grants office and the sub Investigator.
3. **Detailed Budget** that resembles Julie's spreadsheet as best possible. For NSF submissions, also need a budget for each year and a composite budget for all years - completed on the NSF form 1030. The NSF budget forms need to be signed by the Grants officer and the sub Investigator.
4. **Budget Justification**. For Grants.gov submissions this will be the same as loaded into the Grants.Gov module.
5. **Documentation re the overhead rate** used in the sub's budget.
6. **Documentation re the fringe benefit rates** used in the sub's budget
7. **Bio**
8. **Current and Pending**