SP Proposal Attachments

Grant Applications

- Grant package (or link to 424 application), including documentation required for subawards, if any
- Program announcement or application guidelines if other than a parent NIH R01, R03, R21

Proposal for Subaward (e.g., under an NIH proposal to another university)

- Proposal package (documents the prime applicant has requested from UT)
- Application guidelines if other than an NIH R01
- Statement of Work for UT
- Budget and justification for UT
- Subrecipient commitment form partially completed

Industry-Sponsored Clinical Trials

- Proposed contract
- Sponsor protocol
- Final sponsor budget
- Final internal budget
- Informed consent/Authorization
- Billing Grid
- IRB approval
- Approval for F&A rate exception, if applicable

Other Industry Contracts (indemnification letters, etc.)

- Proposed agreement
- Other necessary documents, if any
- IRB/IACUC approvals, if applicable
- Approval for F&A rate exception, if applicable

Industry-Sponsored Research Agreements

- Proposed contract
- Protocol/Statement of Work
- Final budget
- IRB/IACUC approvals, if applicable
- Approval for F&A rate exception, if applicable

Amendments to any type of agreement
• Proposed amendment
• Revised protocol or statement of work, if applicable
• Revised budget, if applicable
• Updated IRB/IACUC approvals, if applicable
• Approval for F&A rate exception, if applicable

Payable Subawards (e.g., a subaward to St. Jude under an NIH grant to UT)

• Proposed subaward agreement
• Statement of work for the subrecipient
• Budget for the subrecipient
• Subrecipient commitment form and any other required information
• Subrecipient’s F&A rate agreement
• Non-compete justification (NCJ) and its approval, if applicable

Confidentiality/Non-disclosure Agreements

• Proposed agreement
• Information about why UT is receiving or disclosing the information
• Contact information for the other party

Material Transfer Agreement (incoming)

• Proposed agreement
• MTA Questionnaire (incoming)
• Attestation re: Illegal Aliens for incoming MTAs with private domestic entities
• IBC approval, if already approved

Material Transfer Agreement (outgoing)

• MTA Questionnaire (outgoing)
• IBC approval, if already approved

Grant Agreements (e.g., American Heart, Komen Foundation)

• Agreement
• Revised budget, if applicable
• Any other required documents (term sheets, etc.)

If you're routing other documents and have questions about attachments, please contact GRA.