

# General Subaward Package Request for Documents

## **Formatting Requirements:**

- Fonts: easily readable 12 points or larger
- Margins: at least 1 inch in all directions
- Strongly encouraged to use single column format – readability is paramount for review

## **Elements:**

- **Signed Letter of Intent**
  - Must be signed by an Institutional AOR
  - Must include PI name, period of performance, and proposal title
  - Most institutions have their own OSP Institutional LOI template
- **Statement of Work**
- **Detailed Budget**
- **Budget Justification**
  - Must include the amount for indirect costs in the budget justification
- **BioSketch(es) for all Key Personnel**
- **Current & Pending Support for all Key Personnel**
  - Include the current proposal
- **Facilities Document**