

**OFFICE OF RESEARCH GRANT SERVICES
OVERVIEW OF DOCUMENTS NEEDED IN GRANT PROPOSAL PROCESS
MAINEHEALTH/MAINE MEDICAL CENTER RESEARCH INSTITUTE**

NIH/Other Federal Grant Proposal	Non-Federal Grant Proposal	MMC is Subawardee (another Institution is prime)	MMC is prime and has subawards on proposal (what is required from subawardees)
<ul style="list-style-type: none"> • Presubmission Form, (Dept. Head or Center Dir approval) • PI Assurance form • Funding Opportunity Announcement (FOA) or guidelines/funding announcement from agency • Senior/Key must have FCOI disclosures on file • Abstract • Health relevance narrative • Budget and Justification • Equipment, Facilities • Authentication, Resource-Sharing • Specific Aims, Research Strategy, Bibliography • Biosketches, Letters of Support <p>If Applicable:</p> <ul style="list-style-type: none"> • Subcontract Documents (see fourth column)* • Introduction (resubmissions only) • Progress Rpt (renewals only) • Multiple PI plan (if multi PI) • Consortium Arrangements • Human subjects sections • Vertebrate animal description <p>If applicable: cost sharing or indirect waiver approval.</p>	<ul style="list-style-type: none"> • Presubmission Form, (Dept. Head or Ctr Director approval) • PI Assurance form • Funding Opportunity Announcement (FOA) or guidelines/funding announcement from agency or on agency website • Budget and justification <p>Grant Office will review guidelines and develop a list of components needed and timeline for submission</p> <p>If Applicable:</p> <ul style="list-style-type: none"> • Cost-sharing approval • Indirect waiver approval 	<p>Needed from Prime Institution:</p> <ul style="list-style-type: none"> • FOA and/or sponsor guidelines • Performance Period and Title • Abstract or Specific Aims • Budget limits for MMC • Protocol (if clinical trial) <p>Needed from PI:</p> <ul style="list-style-type: none"> • Presubmission approval from Dept Chair or Center Director <p>Grant Office will send the following documents to the Prime as requested:</p> <ul style="list-style-type: none"> • Budget and Justification (in sponsor-required format) • Signed Institutional Letter of Intent • MMC Statement of Work • MMC Indirect Rate Agreement • Biosketch of MMC PI • MMC Resources/Facilities <p>(plus other documents as required by Prime institution)</p>	<p>*MMC will request from subaward organizations the following documents to be received 10 working days prior to submission:</p> <ul style="list-style-type: none"> • Letter of Intent signed by Institutional Official • Indirect rate agreement • Budget and Justification as required by sponsor • Scope of Work • Biosketch of sub PI • Resources/Facilities write-up <p>(If sponsor requires additional documents, e.g. vertebrate animals, human subjects write-ups, we will include them in the list)</p>