

ELEMENTS OF SUBCONTRACT PROPOSAL  
TO BE SUBMITTED TO SUNY NEW PALTZ BY AN EXTERNAL AGENCY  
(SUNY New Paltz as Lead Agency)

Transmittal Letter

Indicates institutional commitment to participate in the lead agency's proposed project and provides institutional and project director contact information. If appropriate, a request regarding method of payment will be included. This letter should be submitted on letterhead and signed by an appropriate authorized representative of the agency or institution.

Subcontract proposal

The Subcontract Proposal should consist of 3 elements:

- **Scope of Work**

The participation of the Subcontractor in SUNY New Paltz's project should be described. Personnel to be involved, methods to be used, activities to be completed and products to be delivered may be included. Usually, this information may be adequately covered in two or three paragraphs or in a bulleted list of less than a page in length.

- **Performance Period**

The start date and end date of the term required to complete the activities in which the Subcontractor will be engaged should be indicated. Often, these dates are identical to the project start and end dates of SUNY New Paltz's project.

- **Budget**

Provides detail of anticipated costs by budget category (i.e. Salaries, Fringe, Travel, Supplies, etc.)

**In all, the subcontract proposal is a brief document typically consisting of a one page scope of work and a one page budget.**