

ELEMENTS OF SUBAWARD OR SUBCONTRACT PROPOSAL
TO BE SUBMITTED TO AN EXTERNAL AGENCY BY SUNY NEW PALTZ
(SUNY New Paltz as Subcontractor)

Transmittal Letter (prepared by OSP)

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.

Subaward or Subcontract proposal (prepared by project director and OSP)

- Scope of Work

The participation of SUNY New Paltz in the lead agency'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 SUNY New Paltz will be engaged should be indicated. Often, these dates are identical to the project start and end dates of the lead agency.

- Budget

The budget is prepared by OSP staff based on information provided by the project director.

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

Signing Procedure:

1. The lead agency sends 2 unsigned copies of the Agreement to OSP for review and approval.
2. OSP forwards the Agreement to the Research Foundation for review and signature.
3. The Research Foundation forwards the Agreement back to the lead agency for final execution.