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**Administrative & Science List for MGH is Sub-Contract**

| **Administrative Documents are Required for Initial Review** | **All Guidelines/Instructions Must Apply**  **Please use the Calculator to determine the deadline** |
| --- | --- |
| **MGB Budget Template:** Check F&A Fringe & IDC Rate | **Please download the MOST recent template from Grant Website** |
| Budget Justifications  **If there are activities outside of the United States, you must include a “foreign justification” attachment in Field 12. Other Attachments** | **Categories Must be listed in this order:**   * All Key Personnel & Non-Key Personnel * Equipment * Travel * Materials & Supplies * Other Expenses * Publications (Justification instructions on the Website) |
| Data Management & Sharing Plan **(NEW)** | **Required for all Applications** |
| Bio-Sketches for all Key Personnel | Bio sketches are required for all Key Personnel  **Must be in NEW NIH FORMAT**  **NO URLs or Hyperlinks**  **NO Headers & NO Footers**  **Limit to 5 Pages** |
| Equipment | List equipment available (NO description needed) |
| Facilities and Other Resources | Resources available to you at the Center |
| Statement of Work | SOW can be tailored to meet your individual needs |
| Other Attachments | Check Announcement if any is required |
| R&R Budget in the amount agreed upon between PI’s & include Justification (Ask GM for the template) | It’s important that the R&R package is downloaded from the Prime site |
| Key Personnel Contact Info Form (Ask GM for the Form) | All participating Key Personnel |
| Performance Site Form (Ask GM for the Form) | Sub Site (UEI #, Institute Name, PI, email, phone # & Address) |

**Grant Information and Submission Website:** [**https://grants.martinos.org/**](https://grants.martinos.org/)**.**