

**University of California, Los Angeles (UCLA)
Office of Contract & Grant Administration (OCGA)
Subrecipient Letter of Intent (LOI)**

This UCLA OCGA form: is required to be completed and submitted with each subaward proposal; collects project-specific information and represents Subrecipient's intent to collaborate with UCLA; may also be used for proposed outgoing Multi-Campus Awards (MCAs); and must be endorsed by Subrecipient's Authorized Official prior to proposal submission. [FDP Expanded Clearinghouse Members / UC Campuses](#): indicate your membership in the 'Subrecipient Information' section to remove entity-specific questions. **Should this project be awarded, an [Institutional Information](#) form will be required for any non-UC entities not in the FDP Expanded Clearinghouse.**

UCLA Project Information			
Principal Investigator		UCLA Sponsor	
Proposal Title			

Subrecipient Information				FDP Expanded Clearinghouse Member? YES	UC Campus? YES
Legal Name		UEI Number*			
Principal Investigator		Total Requested Costs		USD	
Project Start Date		Project End Date		Total Cost Share	
				USD	
Is any of the Scope of Work happening outside the U.S.?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indirect Cost Rate(s)		<input type="checkbox"/> U.S. Federally negotiated rate <input type="checkbox"/> Prime Sponsor dictated rate <input type="checkbox"/> U.S. De Minimis rate <input type="checkbox"/> No IDC (no indirect costs requested) <input type="checkbox"/> Other (specify basis): _____			

*UCLA OCGA requires all Subrecipients have a [Unique Entity Identifier \(UEI\)](#) number before any subaward is issued.

Proposal Components. The following documents are included in the Subrecipient proposal submission	
<input type="checkbox"/> Statement of Work (required) <input type="checkbox"/> Detailed Budget (required, in prime sponsor format (U.S. dollars)) <input type="checkbox"/> Budget Justification (required) <input type="checkbox"/> Negotiated Indirect Cost Rate Agreement (required, if applicable) <input type="checkbox"/> Other: _____	

Project Use. The proposed Subrecipient research involves the use of (check all that apply)*	
<input type="checkbox"/> Human Subjects <input type="checkbox"/> Animal Subjects <input type="checkbox"/> Recombinant DNA <input type="checkbox"/> Stem Cells <input type="checkbox"/> Genomic Data Sharing (Reference: NOT-OD-14-124) <input type="checkbox"/> Dual Use Research of Concern (DURC) (For applicable agents, see policy page)	

*UCLA OCGA requires all approvals be provided by Subrecipient to UCLA PI before any subaward is issued.

Additional Subrecipient Information			
Is Subrecipient a for-profit entity?		Is Subrecipient registered in SAM.gov ?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Subrecipient a non-U.S. entity?		*UCLA OCGA requires Subrecipients have an active SAM.gov registration at time of award.	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Payment Address			

Conflict of Interest Requirement (UCLA OCGA does not allow Subrecipients to rely on UCLA FCOI policy.)	
<input type="checkbox"/> If prime sponsor is the U.S. National Science Foundation (NSF), Department of Energy (DOE), National Aeronautics and Space Administration (NASA), Public Health Service (PHS, including the National Institutes of Health (NIH)), or a prime sponsor that has adopted the PHS Conflict of Interest regulation, Subrecipient certifies that it has implemented and is enforcing a written policy of financial conflict of interest (FCOI) compliant with the prime sponsor's Conflict of Interest policy. All required reports and disclosures have been made to the Subrecipient's institutional official in accordance with its policy.	
<input type="checkbox"/> My organization DOES NOT HAVE a compliant Conflict of Interest policy in place, as referenced above, but will at the time of award. (Sample PHS FCOI policy & related resources available at https://thefdp.org/committees-subcommittees/research-compliance-committee/coi-subcommittee/).	
<input type="checkbox"/> Not applicable because this project is not being funded by NSF, DOE, NASA or PHS (or prime sponsor that has adopted PHS FCOI regulation).	

Training Confirmations	
<input type="checkbox"/> Research Security Training (For sponsors currently requiring certification of completed research security training): Subrecipient/Sister-UC Campus confirms that covered individuals have completed the requisite research security training within 12 months prior to proposal submission. (Subrecipients without an organizational research security training: Covered individuals may complete a UCOP-developed Research Security Training. The training can be accessed in CITI using the following Job Aid, found here .)	

In signing below and offering to participate in this sponsored project, Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from receiving funds from any U.S. federal department or agency or sponsor, and are not presently delinquent on any U.S. federal debt. This proposal has been reviewed and approved by the appropriate official(s) of Subrecipient, and certified to its accuracy and completeness. The appropriate programmatic and administrative personnel of Subrecipient involved in this application are aware of the prime sponsor's policies, agree to accept the obligation to comply with award terms, conditions, and certifications and are prepared to establish the necessary inter-institutional agreement consistent with that policy. Any work begun and/or expenses incurred prior to execution of a subaward agreement are at the Subrecipient's own risk.

Name and Title of Authorized Official:	Email Address for Subaward Issuance:
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Signature: _____

Date: _____