**Northwestern University Subcontract Checklist**

**Department of Electrical Engineering and Computer Science**

(This checklist must be completed and returned with the subcontract materials, which should all be compiled together into one compressed folder, and emailed to both Danielle Burhop and the listed Northwestern PI).

Project: Click here to enter text. Date Form sent: 2/28/2013

Northwestern PI: Click here to enter text.

Northwestern Research Admin: Danielle Burhop, d-burhop@northwestern.edu, 847-467-4068

Subcontract PI: Click here to enter text.

Date subcontract package must be received by Northwestern: 3/8/2013

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| --- |
|[ ]  Institutionally-endorsed Letter of Intent (LOI). *The following are required LOI elements*:[ ] Please include in LOI: Conflict of Interest (COI) statement\* [ ] SETA statement\* - PDF |
|[ ]  Statement of Work (SOW) - PDF |
|[ ]  Current Institutional Rate Agreement (includes F&A and fringe rates & agency) - PDF |
|[ ]  Narrative Budget Justification – PDF [ ] Provide travel budget details per trip[ ] Provide supplies and materials details, if applicable[ ] Provide equipment quotes, if applicable[ ] Provide recharge facility rate tables, if applicable |
|[ ]  Detailed Budget in provided template |
|[ ]   |
|[ ]   |
|  |  |

Please provide narrative documents (LOI, SOW, budget justification) in PDF format.

Administrative Notes:

*Please justify any alterations or the non-inclusion of any required document or statement, or cite questions or institutional concerns here:*

**\*COI:** If you believe that an organization or other conflict of interest exists (or may exist) for this application, please notify Danielle Burhop immediately as we must inform DARPA before submitting. **Otherwise, please include this statement in your LOI: “To the best of our knowledge, no organization or other conflict of interest exists related to the submission of this proposal.”**

**\*SETA:** All proposers and proposed subcontractors must affirm whether they are providing scientific, engineering, and technical assistance (SETA) or similar support to any DARPA technical office(s) through an active contract or subcontract. If you are providing such assistance, please contact Danielle Burhop for further instructions. Otherwise, please include this statement in your LOI: **“Our organization is not providing scientific, engineering, and technical assistance (SETA) or similar support to any DARPA technical office(s) through an active contract or subcontract at this time.”**

*Please address LOI to:*

*Elizabeth Adams, Executive Director, Office for Sponsored Research
Northwestern University
Evanston Campus
1801 Maple Ave.
2nd Floor, Suite 2410
Evanston, IL 60201*