**Forms Needed for Including Subrecipients in Grant Submissions**

Most Federal Grants:

* Subrecipient INTENT Form (see [General Grants and Contracts Administration Forms](https://www.harvardpilgrim.org/portal/page?_pageid=253,10427993&_dad=portal&_schema=PORTAL) page)
* Letter of Support
* Scope/statement of work
* Budget (on 398 for initial review; or ASSIST subcontractor budget form)
* Budget justification
* Biosketch(s) key personnel
* FCOI attestation (part of the IntentForm above)

Just In Time (JIT) Submission

* Evidence of Human Subjects Training (JIT)
* Other Support (JIT)

Sample of what may be needed for Non-Federal Grants - Sponsor will instruct

* Subrecipient INTENTformNON-FEDERAL
* Budget
* Budget justification
* Some type of biosketch or CV