

# AHW

## RESEARCH & EDUCATION PROGRAM

### FUNDED SUB-AWARD APPLICATION MATERIALS

Dear Parent Award PIs and Department/Center Administrators,

Thank you for proactively administering and monitoring your Advancing a Healthier Wisconsin (AHW) Research and Education Program (REP) award(s). The AHW REP has experienced a significant increase in the quantity of funded sub-awards, coupled with a corresponding rise in the amount of administrative attention required.

In light of these increases and to help streamline post-award administration processes, sub-award application materials should be submitted to AHW Research and Education Program staff as soon as a parent award has issued an award letter and the sub-award PI has accepted the award. The application packet should contain only FINAL application materials.

The minimum documentation required of sub-award applications includes the following:

- **AWARD LETTER**
  - Sent from parent award PI to the sub-award PI
  
- **FINAL SUB-AWARD APPLICATION MATERIALS** (*as defined by the Parent Award RFP and approved by the Research and Education Program*).

Sub-award application materials may include the following:

- Face page
- Abstract
- Statement of purpose
- Research plan
- C.V. or biographical sketch
- Budget table
- Budget justification narrative
- Non-Supplanting Attestation

Please submit only **FINAL** materials. The AHW Research and Education program will only reference the final documentation for reporting purposes. Budget documents, for example, should contain only final, revised figures as awarded.

As a parent award PI or award administrator, the opportunity to most effectively support parent award and sub-award success begins with providing the AHW Research and Education Program with the FINAL application materials. The AHW Research and Education Program's ability to efficiently oversee the awards and to demonstrate success relies in part on this information. For additional information on managing AHW Parent awards and Sub-Awards, please [download the Award Administration Manual](#).

Best Regards,

AHW Research and Education Program Staff