



VCU

Research Administration

Office of Sponsored Programs

Dear Collaborator:

Virginia Commonwealth University (VCU) is an institutional member of the Federal Demonstration Partnership (FDP), an initiative with 10 federal agencies and over 150 institutions working to identify and demonstrate best practices in research administration. In an effort to reduce the administrative burden associated with the proliferation of what have come to be called “subrecipient commitment forms”, VCU has joined the Federal Demonstration Partnership Expanded Clearinghouse (FDP EC) project, effective July 5, 2017.

As a participant in the FDP EC project, VCU has provided extensive institutional information that is posted in our online profile at the following url: <https://fdpclearinghouse.org/>

If your organization, serving as the Pass-through Entity (PTE), is also participating in the FDP EC project, please use VCU’s profile to obtain the information you need in lieu of requesting us to complete a subrecipient commitment form. Our default practice at the time of proposal submission is to provide you with the following “subrecipient mini package” documentation: (1) VCU AOR-signed Authorization; (2) VCU Scope of work; (3) VCU Line-item budget; (4) VCU Budget justification; and (5) CV/Biosketches for VCU key personnel. Please let us know if there is additional project-specific documentation you need and we will be happy to provide it so long as it is not redundant to data elements found in our FDP EC profile.

If your organization, serving as the Pass-through Entity (PTE), is not yet participating in the FDP EC project, we invite you to evaluate whether the information we’ve provided in our profile can serve in lieu of your subrecipient commitment form. Our default practice at the time of proposal submission is to provide you with the following “subrecipient mini package” documentation: (1) VCU AOR-signed Authorization; (2) VCU Scope of work; (3) VCU Line-item budget; (4) VCU Budget justification; and (5) CV/Biosketches for VCU key personnel, and (6) VCU negotiated rate agreement. Please let us know if there is additional project-specific documentation you need and we will be happy to provide it you.

Thank you,

Office of Sponsored Programs
Virginia Commonwealth University