



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, when serving as the Pass-through entity (PTE), now evaluates a collaborator’s institutional profile information posted at the following url:

<https://fdpclearinghouse.org/>

If your organization, serving as our Subrecipient, is also participating in the FDP EC project, we will rely on your posted profile to obtain the information we need in lieu of requesting that you complete a “subrecipient commitment form.” Please note below the project-specific documents due to VCU at the time of proposal submission.

If your organization, serving as our Subrecipient, is not yet participating in the FDP EC project, please provide the “subrecipient mini package” items listed below as well as your negotiated rate agreement (if applicable) and a completed and signed “VCU Entity Form for non-FPD EC Subrecipients” available at this URL on the VCU website: http://www.research.vcu.edu/forms/index.htm#osp_forms

We ask that all collaborators, regardless of FDP EC participation, provide us with their “subrecipient mini package” at the time of proposal submission comprised of the following project-specific documents:

- Signed AOR Authorization*
- Scope of work
- Line-item budget
- Budget justification
- CV/Biosketches for key personnel

Thank you,

Office of Sponsored Programs
Virginia Commonwealth University

*Signed AOR Authorization can be (1) sponsor face page, OR, (2) Subrecipient Project-Specific Consortium Letter” (available on our website, http://www.research.vcu.edu/forms/index.htm#osp_forms , OR, (3) your own consortium letter.