

VCU Office of Sponsored Programs:
Process When VCU Serving as Subrecipient
(Our sponsor is Pass-through Entity)



Federal Demonstration Partnership Expanded Clearinghouse (FDP EC)

- VCU is an institutional member of the Federal Demonstration Partnership, an initiative comprised of 10 federal agencies and over 150 institutions working to improve processes relating to research administration.
- The “Expanded Clearinghouse” is a specific FDP project that aims to reduce the need for the “subrecipient commitment forms” that have proliferated following the implementation of Uniform Guidance.

Federal Demonstration Partnership Expanded Clearinghouse (FDP EC)

- The FDP EC allows for collaborating institutions, of which VCU is one, to provide institutional profile information posted to the following FDP url:
<https://fdpclearinghouse.org/>
- The aim is for important **entity-specific** information to be posted centrally so that a potential Pass-through Entity (PTE) can review and assess the viability and risk of a potential proposed subrecipient without need for extensive additional forms to be completed.

Process when our Sponsor is Pass-through Entity (PTE)

VCU serving in the role of Subrecipient

- When VCU is serving in the role of “Subrecipient”, our sponsor (serving in the role of “Pass-through Entity”) must assess the risk we present as a proposed collaborator.
- VCU provides information including face page, scope of work, budget, budget justification, biosketches, etc. to document our ability to complete the work as proposed. This is “**project-specific**” documentation.

Process when our Sponsor is Pass-through Entity (PTE)

VCU serving in the role of Subrecipient

- Effective July 5, 2017, some aspects of the process for documenting our role as a Subrecipient in a sponsored project proposal in RAMS-SPOT will stay the **same**, and some will **change**.
- Let's start with what stays the same...

Process when our Sponsor is Pass-through Entity (PTE)

VCU serving in the role of Subrecipient

- **VCU** will provide “subrecipient mini package” at proposal time to our sponsor to include:
 - Signed AOR Authorization
 - Scope of work
 - Line item budget
 - Budget justification
 - CV/biosketches for key personnel

This is **NOT**
a change
to current
process!

Note: PI/SS upload the subrecipient mini package to the RAMS-SPOT Funding Proposal, Other Submission Details view, Sponsor Submission Package

Process when our Sponsor is Pass-through Entity (PTE) VCU serving in the role of Subrecipient

- VCU PI/SS will evaluate the Federal Demonstration Partnership Expanded Clearinghouse list of participants and discern whether VCU's proposed sponsor is on the list, or is not on the list.
- FDP EC List is available at this url:
<https://fdpclearinghouse.org/>

**This IS a
change
to current
process!**

Process when our Sponsor is Pass-through Entity (PTE)
VCU serving in the role of Subrecipient

SUMMARY

PTE/sponsor not on FDP EC list

Upload the following VCU documents to RAMS-SPOT at the time of proposal submission:

- AOR Authorization (for VCU OSP signature)
- Scope of work
- Line item budget
- Budget justification
- CV/biosketches for key personnel
- **Plus, other forms they may request**

PTE/sponsor on FDP EC list

Upload the following VCU documents to RAMS-SPOT at the time of proposal submission:

- AOR Authorization (for VCU OSP signature)
- Scope of work
- Line item budget
- Budget justification
- CV/biosketches for key personnel
- **Additional forms are unlikely.**

Process when our Sponsor is Pass-through Entity (PTE)

VCU serving in the role of Subrecipient

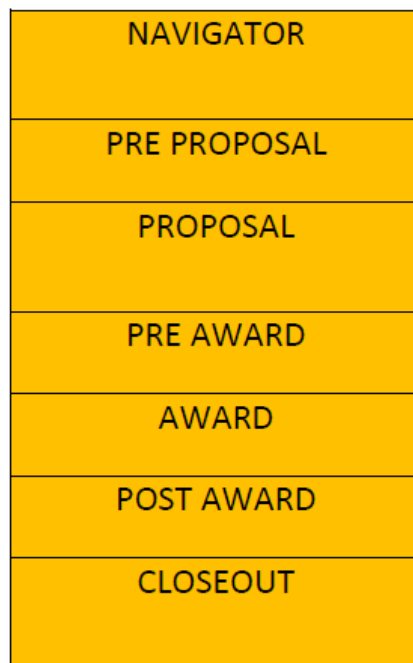
Additional Resources on OSP website:

<http://www.research.vcu.edu/osp/index.htm>

- Go to OSP Website “Navigator” tool
- Go to “Proposal”
- Go to “VCU Serving in Role of Subrecipient” accordion tab

Proposal & Awards located at this url: <http://www.research.vcu.edu/osp/index.htm>

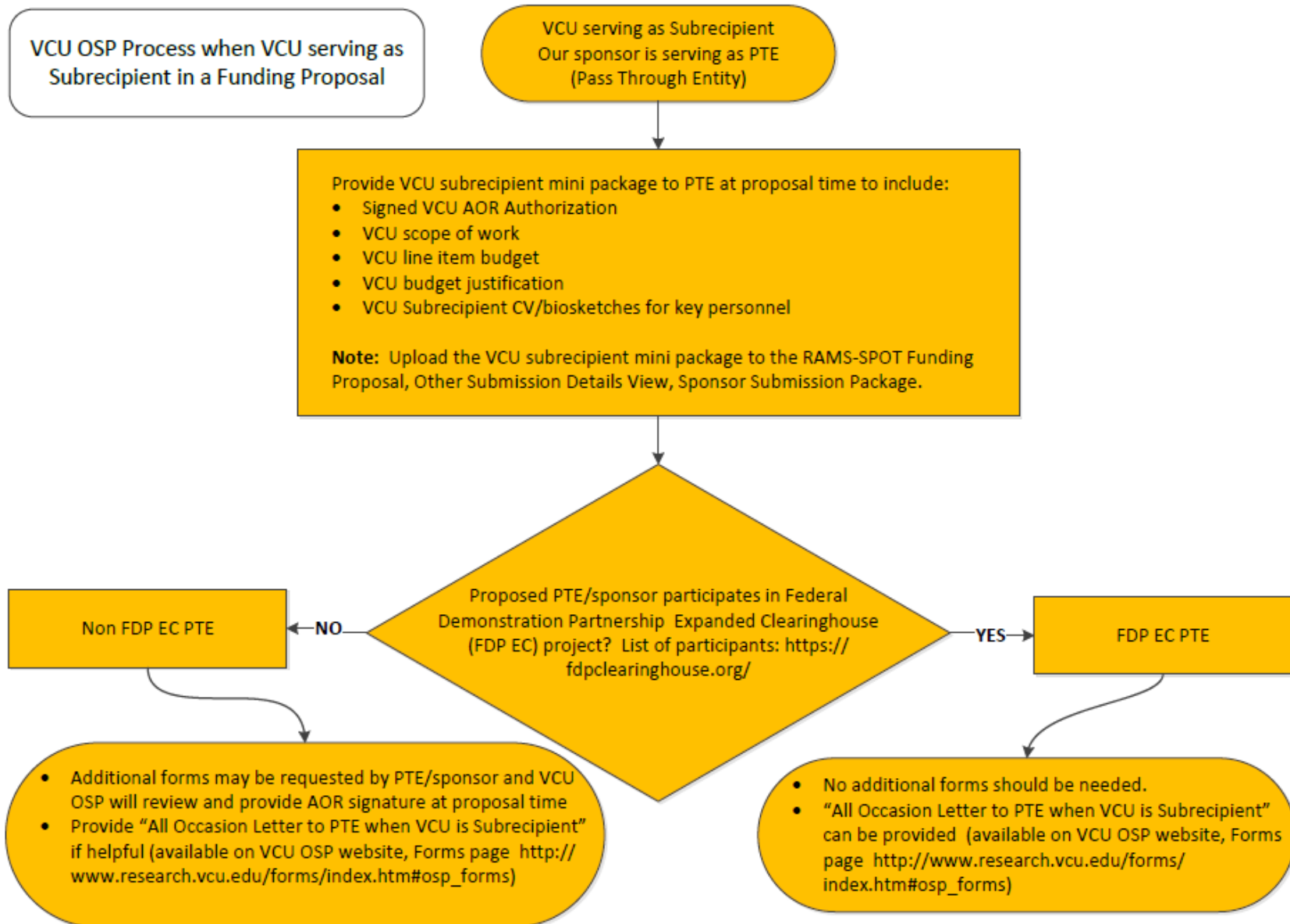
The Office of Sponsored Programs (OSP) is Virginia Commonwealth University’s central office authorized to submit extramural proposals and receive awards from all funding sources on behalf of the University. OSP is also the official contact for the University on administrative award-related matters.



NAVIGATOR
PRE PROPOSAL
PROPOSAL
PRE AWARD
AWARD
POST AWARD
CLOSEOUT

Proposals & Awards
Forms
Institutional Facts & Reference Documents
Negotiated Rate Agreement
RAMS-SPOT
Access RAMS-SPOT
RAMS-SPOT Updates & Training
Suggestion, Comments & Compliments
Policies & Regulations
Policies & Regulations (New guidance!)
VCU Compliance Notices
Contact
About OSP
Find Your Team
OSP Organizational Chart
Un/Subscribe to Listserve
Other Useful Links
Training Opportunities
Roles and Responsibilities Matrix
Additional References

Decision Tree




VCU serving in the role of Subrecipient Communicating with the Sponsor/PTE

We have created an “All Occasion Letter to PTE when VCU is Subrecipient”

(available on OSP Website Forms page:
http://www.research.vcu.edu/forms/index.htm#osp_forms)

Use this letter to...

- Send the “VCU subrecipient mini-package” to the sponsor, or
- “Push back” when an FDP EC Sponsor requests redundant forms from VCU, or
- Provide a non-FDP EC Sponsor with the link to the VCU profile and inform the sponsor about the FDP Expanded Clearinghouse project.



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 to you.

Thank you,

Office of Sponsored Programs
Virginia Commonwealth University

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