

VCU OSP Process for Inclusion of Subrecipient in a Funding Proposal

VCU serving as PTE (Pass Through Entity) and project has proposed subrecipients

All proposed subrecipients provide “subrecipient mini package” at proposal time to include:

- Signed AOR Authorization
- Subrecipient’s scope of work
- Subrecipient’s line item budget
- Subrecipient’s budget justification
- Subrecipient CV/biosketches for key personnel

Notes:

VCU’s “All Occasion Letter to Subrecipient” when VCU is PTE can be used to request this information.

Upload the subrecipient mini package to the RAMS-SPOT Primary Budget, External Collaborator view.

Proposed subrecipient participates in Federal Demonstration Partnership Expanded Clearinghouse (FDP EC) project? List of participants: <https://fdpclearinghouse.org>

Non FDP EC subrecipient

NO

YES

FDP EC subrecipient

Include with subrecipient mini package the following additional documents:

- Completed and signed “VCU Entity Form for non-FDP EC Subrecipients” (available on VCU OSP website, Forms page http://www.research.vcu.edu/forms/index.htm#osp_forms)
- Rate agreement, if applicable

No additional forms should be requested