

VCU OSP Process when VCU serving as Subrecipient in a Funding Proposal

VCU serving as Subrecipient  
Our sponsor is serving as PTE  
(Pass Through Entity)

Provide VCU subrecipient mini package to PTE at proposal time to include:

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

**Note:** Upload the VCU subrecipient mini package to the RAMS-SPOT Funding Proposal, Other Submission Details View, Sponsor Submission Package.

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

Non FDP EC PTE

NO

FDP EC PTE

YES

- Additional forms may be requested by PTE/sponsor and VCU OSP will review and provide AOR signature at proposal time
- Provide "All Occasion Letter to PTE when VCU is Subrecipient" if helpful (available on VCU OSP website, Forms page [http://www.research.vcu.edu/forms/index.htm#osp\\_forms](http://www.research.vcu.edu/forms/index.htm#osp_forms))

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