Screen Shots of How to
Create a Contract Request in PEER
To add a new contract request, go to the "Q" number in PEER.
Click the "View/Create Contract Request" button.
I have not started a Contract Request based on this PEER log and want to do so now. Create new Contract Request.
This will create a new draft contract request which you will need to complete and submit to the Contracts Office. THIS IS NOT FOR SUBCONTRACTS. FOR OUTGOING SUBS, FIRST ADD EACH UNDER "LIST SUBRECIPIENTS", THEN USE THE "SUBMIT SUBCONTRACTS" BUTTON.

Cancel  OK

The answer to this question is "OK" if you are trying to add a Contract Request.
By putting your own name in both of these spots, you can skip requiring Department Chair approval.
**Contract Requests ➤ C48849: Janos Sallai/Defense Advanced Research Projects Agency**

### Connections
- **This Request**: C48849
- **Request Type**: New Project (no existing contract)
- **Contract Number**: Not yet assigned
- **Linked PEER Grants Item**: G9117

### Draft

**Complete each field below. Click “Save & Continue” to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All fields required unless otherwise indicated.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the contract represent funds incoming to Vanderbilt or outgoing?</td>
<td>Incoming Funds</td>
</tr>
<tr>
<td>Is sponsor/other party’s budget acceptable?</td>
<td>No</td>
</tr>
<tr>
<td>Is sponsor/other party’s payment schedule acceptable?</td>
<td>No</td>
</tr>
<tr>
<td>Are any Federal funds included in the project (whether incoming or outgoing)?</td>
<td>No</td>
</tr>
<tr>
<td>Are any State of Tennessee funds included in the project (whether incoming or outgoing)?</td>
<td>No</td>
</tr>
<tr>
<td>Are any funds from a Non-Profit Foundation included in the project (whether incoming or outgoing)?</td>
<td>No</td>
</tr>
<tr>
<td>Budget Period Start Date</td>
<td>2016-11-01 (Format: YY/MM/DD)</td>
</tr>
<tr>
<td>Budget Period End Date</td>
<td>2016-12-31 (Format: YY/MM/DD)</td>
</tr>
<tr>
<td>Continuous Agreement (check to indicate an open-ended agreement with no specific expiration date)</td>
<td>No</td>
</tr>
<tr>
<td>Direct Cost</td>
<td>$10000 (e.g. format: 100, 1000.00, 10000.50 not: 1,000 or 10,000)</td>
</tr>
<tr>
<td>Disable Auto Calculation</td>
<td>G9117</td>
</tr>
<tr>
<td>Indirect Cost Rate</td>
<td>Check to disable all auto-calculations (e.g. when using Modified Direct Cost)</td>
</tr>
<tr>
<td>Indirect Cost (auto calculated)</td>
<td>$0</td>
</tr>
<tr>
<td>Total Cost (auto calculated)</td>
<td>$10000</td>
</tr>
<tr>
<td>Cost Center Number (if available)</td>
<td>G9117</td>
</tr>
</tbody>
</table>

**Save & Continue**

**Clear Changes**

**Navigation**
- **1. General Info**
- **2. Funding & Dates**
- **3. Sponsor/Other Party**
- **4. Questionnaire**
- **5. Subcontracts**
- **6. Attachments**
- **7. Review & Submit**

**Submission History**
- **Created By**: Abigail Regan
- **Data Created**: 2016-09-09 05:16 AM

*C48849 is editable only by you. Expires in 5 minute(s).*
Complete each field below. Click "Save & Continue" to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All fields required unless otherwise indicated.

**Sponsor/External Party Grant Number, Agency Number, Protocol or Contract Number**

DARPA-BAA-15-41

**Sponsor**

Who is directly giving funds to Vanderbilt? (or external party of no money)

**Prime Sponsor**

(Who gave the sponsor the money they are now giving to Vanderbilt, if anyone? Otherwise leave blank.)

**Why are the Sponsor and Prime fields locked?**

This contract appears to be an incoming Sub-award from another institution's grant. In this case, the contracting party and prime source of funds must match the Consort proposal/PEER Grant Proposal Log that you have linked this request to. If you need to change either of these values, then you have probably linked to the wrong PEER Grants item. If you have made changes the proposal and need to update this request to match, click this button:

**Update From Grants Item**

**Name & Email are required,** a phone number must be typed into the blank, but if you don't have one, just type in all "1"s.
Draft

Contract Requests ➤ C48849: Janos Sallai/Defense Advanced Research Projects Agency

Connections

- This Request: C48849
- Request Type: N/A
- New Project (no existing contract #): N/A
- Contract Number: N/A
- Not yet assigned: N/A
- Linked PEER Grants Item: G91177

Navigation

1. General Info
2. Funding & Dates
3. Sponsor/Other Party
4. Questionnaire
5. Subcontracts
6. Attachments
7. Review & Submit

Submission History

Created By: Abigail Regan
Date Created: 2018-09-09 05:16 AM
C48849 is editable only by you. Expires in 5 minute(s).

Complete each field below. Click "Save & Continue" to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All fields required unless otherwise indicated.

Do you have a draft contract?
Yes, you will attach the file in step 6. Answer "No" if you expect a contract but have not yet received from other party/sponsor.

- No

Does the proposed project involve any one of the following: 1) Human Embryonic Stem Cells, 2) Human Pluripotent Stem Cells, or 3) Human Fetal Tissue? Select the applicable answer.

- No

Are Human Subjects (including survey, interviews, registries, or tissue samples) to be used at Vanderbilt?

- No

- No

Are Vertebrate Animals to be used at Vanderbilt?

- Yes

Did the PI or Responsible Person have any role in developing the scope of work/study design/protocol? If yes, please explain.

- Yes

Will there be participation/collaboration by any Vanderbilt Medical Center faculty/staff in this project?

- No

Saying yes is appropriate here since the PI will at minimum approve the Scope of Work.
This question is asking if you plan to have any outgoing subcontracts (we are going to pay someone else outside of Vanderbilt University money off of the anticipated contact). If yes, then this question will spur on additional questions. This can be added later, after the contract is awarded if you have unanticipated outgoing subcontracts.
Draft

Contract Requests ➔ C48849: Janos Sallai/Defense Advanced Research Projects Agency

Connections

This Request
C48849

Request Type
New Project (no existing contract #)

Contract Number
Not yet assigned

Linked FEER Grants Item
G91177

Navigation

1. General Info
2. Funding & Dates
3. Sponsor/Other Party
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Submission History

Created By
Abigail Reagan
Date Created
2016-09-09 05:16 AM

C48849 is editable only by you. Expires in 5 minute(s).

Are you sending any documents via the courier service? [help] Select one...  

Based on your responses, we expect the following items to be uploaded below:

- Draft Agreement
- Protocol or Scope of Work
- Budget

There may be other documents, the above is not intended to be a complete list.

Drag and drop file here to upload...

Select an attachment type...

- Agreement - Original Draft
- Agreement - Working Draft
- Agreement - Final Draft
- Agreement - Vanderbilt Executed
- Agreement - External Party Executed
- Agreement - Fully Executed
- Agreement - PI/Resp Person Signed
- Amendment - Orig Draft
- Amendment - Working Draft
- Amendment - Final Draft
- Addendum to Agreement
- Budget - Draft
- Budget - Final
- Protocol/SOW - Draft
- Protocol/SOW - Final
- Information Consent - Draft
- Information Consent - Final
- CMS Related
- LOI

This is where you upload the Statement of Work, Budget, and any draft agreement if you have any (you may not at this stage). There might be other forms provided to you by the sponsor, this is the correct place to attach them.

Additionally, it would be beneficial and make your negotiation go faster if you would upload an "Instructions" document explaining what is desired from the SPA team in this contacts negotiation. This is not required, but if there are unusual circumstances, please don't hesitate to explain them by typing them in a document, saving it, and uploading here. For instance, if there are forms that need to be completed along with the contract negotiations, please explain in this "Instructions Document".
Validation failed! Please correct any errors indicated below. Return to Step 7 for a summary of all errors.

Once you have finished all steps, click the "validate" button below. Then, address any errors that may be listed. You will not be permitted to submit to SPA until the request is error-free. After submission, status will change to "pending approvals", and will remain until all required e-signatures have been made. Once all approvals are received, status will change to "submitted" and your request will be placed in the queue for review by SPA. **NOTE:** This request will not be considered "submitted" until all the approvals have been received. Use [this form](#) to acquire PI/Responsible Party and/or Chair approvals if either or both cannot be completed electronically.

Submission Status & Approvals:
- PI/Responsible Person has approved: **Yes** (on 2016-09-01 03:05 AM) from PI Assurance on 91177
- Departmental Approver has approved: **Yes** (on 2016-09-01 12:00 AM) from [Coeus](#)

Request Status: Draft

The following errors must be corrected before you may submit this contract:
- Step 6: Documents being sent via courier: Selection must be made
- Step 6: Indirects Rate: value required if there is funding involved
- Step 2: Sponsor or Prime is a Federal Agency, you must select Federal Funds = "Yes."
- Step 6: Expecting at least one attachment

This page will show you the issues with the submission. You can go back and correct them and then, once all are addressed and the appropriate approvals have been made, then it can be submitted. Please note, as long as this is in Draft Form, no one in SPA will be notified of its existence. It must be submitted to send SPA a notification.