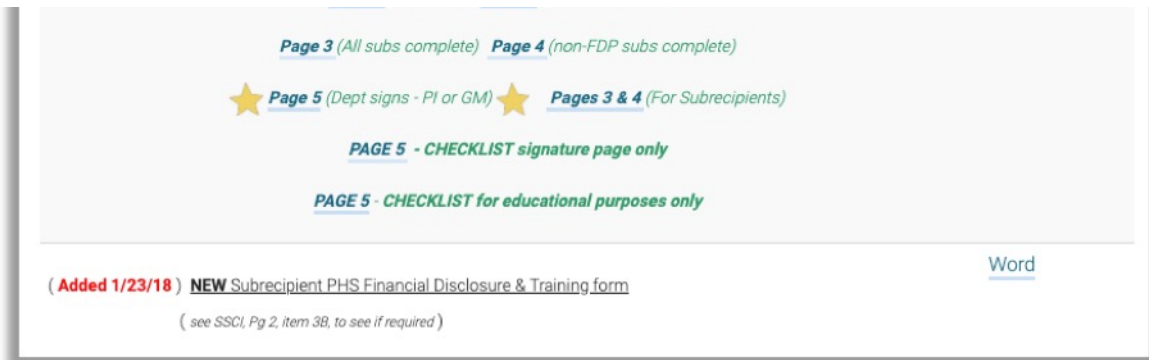


Subject: Reminder: Two SSCI Versions available: Paper & REDCap Version
Date: Thursday, May 21, 2020 at 11:04:04 AM Central Daylight Time
From: Sponsored Programs Administration on behalf of Duncan Biqiku, Laurel
To: SPA-TRAINING@LIST.VANDERBILT.EDU
Category: Listserv - SPA related info
Attachments: image001.jpg, image002.jpg, image003.jpg, image004.png, SSCI_REDCap_DEPT_accessing_data.pdf, SSCI Parts 3 & 4 Surveys for PI Cornelius Commodore - COEUS Dev # U0012345 were completed by Other University Record ID # 128.eml

A reminder that you have a choice on how you collect the ***Subrecipient Statement of Collaborative Intent (SSCI)*** form for OUTGOING SUBAWARDS: **Paper/PDF** or an **electronic REDCap Version**.

The **electronic REDCap Version** mirrors the current PDF version that we have been using since January 2018 (available on the SPA Website: Forms Library page).

The screenshot shows a web page titled "Forms Library". It contains a list of forms with links to download them. The most prominent form is the "Subrecipient Statement of Collaborative Intent Form (SSCI)", which is marked as "NEW" and "EFFECTIVE 1/1/18". It is noted as being revised on 02/07/2019 and is "ALWAYS REQUIRED FOR OUTGOING SUBAWARDS". The page also includes a note that this form replaces a previous "Letter of Intent" form and provides links to download individual pages (Page 1 for Dept letter, Page 2 for Collaborator Letter).



With the **REDCap Version**, you are able to ensure that all parts of the SSCI & all signatures are collected – and, all necessary information is returned to the Departmental Contact who initiated the process. You can view a powerpoint ([SSCI: REDCap Version](#)) on the [SPA Training Materials: Subcontracts Trainings](#) web page which walks you through the 4-part **electronic REDCap Version**.



For details on the **SSCI: REDCap Version** – accessing it, viewing your records, and setting up a Departmental **Data Access Group (DAG)**, see the attached **SSCI: REDCap DEPT accessing data** document, plus a **sample final email**.

This **REDCap Version** is simply one (1) option for completing the form – the

Paper/PDF version is still acceptable. You can access the Paper/PDF version on the [SPA website: Forms Library](#) page.

If you are interested in a training to walk you through the **SSCI: REDCap Version** via Zoom – please send an email, and we’ll schedule a time.

Questions? Email spa.training@vanderbilt.edu



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E