Screen Shots of How to
Create a Contract Request in PEER
### Grants Items

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Cores Prop Dev #</th>
<th>PI</th>
<th>Unit</th>
<th>Project Title</th>
<th>Sponsor</th>
<th>Dept Owner</th>
<th>Work Type</th>
<th>Status</th>
<th>Due Date</th>
<th>SPA Specialist</th>
<th>Contract Request</th>
<th>Search</th>
</tr>
</thead>
</table>

To add a new contract request, go to the "Q" number in PEER.
**Contracts**

- **View/Create Contract Requests from this Proposal**

**General Info**

- **Email the assigned Specialist when Item is next modified**: No
- **Coesus Proposal Development Number to which this Item Relates**: U0043176
- **Project Title**: XLT: Extreme configurable transport stack with symbolic resource representation
- **Principal Investigator**: Janos Salai
- **Work Type**: Contract Proposal
- **Current Status**: Completed
- **Unit**: Institute for Software Integrated Systems
- **Prime**: Defense Advanced Research Projects Agency

**Contract Proposal Properties**

- **Budget Office Reviewer**: Sarah Dumais
- **Dept Primary Contact**: Hilda McMackin
- **Dept Secondary Contact**: Kristy (Fisher) Kruse
- **Due Date**: 2016-09-07

---

Click the “View/Create Contract Request” button.
View/Create Contracts from This Grant

Instructions: When you are ready to send information to VU Sponsored Programs Administration for processing, use the button below that best describes your situation.

I am ready to submit information to SPA and:

- I have not started a Contract Request based on this PEER Log and want to do so now. [Create new Contract Request]
- I have already started a Contract Request that belongs with this log. [Link to Existing Contract Request]

There are no Contract Requests created from or linked to this grant log.
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: G89177

Navigation

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

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.

Does the contract represent funds incoming to Vanderbilt or outgoing? [help]
- Incoming Funds

Is sponsor/other party's budget acceptable?
- No

Is sponsor/other party's payment schedule acceptable?
- No

Are any Federal funds included in the project (whether incoming or outgoing)?
- No

Are any State of Tennessee funds included in the project (whether incoming or outgoing)?
- No

Are any funds from a Non-Profit Foundation included in the project (whether incoming or outgoing)?
- No

Budget Period Start Date: 2016-11-01
- Format: YYYY-MM-DD

Budget Period End Date: 2016-12-31
- Format: YYYY-MM-DD

Direct Cost
- $16000
- ( example: 1000, 200000, 1000000.50 not: 1,000 or $1000)

Indirect Cost Rate
- (example: 20, 8.5, not -20 or 55)

Indirect Cost (auto calculate): $0

Total Cost (auto calculate): $16000

Submission History

- Created By: Abigail Regan
- Date Created: 2016-09-09 09:16 AM

C48849 is editable only by you. Expires in 5 minute(s).
### 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:** GS1177

**Sponsor/External Party**

- **Grant Number, Agency Number, Protocol or Contract Number:** DARPA-BAA-15-41
- **Sponsor:** Defense Advanced Research Projects Agency
  - **Who is directly giving funds to Vanderbilt? (or external party of no money):** [Find]
  - **Prime Sponsor:** [Find]

**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 Corps proposal/PEER Grant Proposal Log that you have linked this request to. If you need to change either one 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**

- **Contact Person:** Bill Fakename
- **Contact Person's Address:** [optional]
- **Contact Person's Email Address:** billfakename@gmail.com
- **Contact Person's Phone:** 111-111-1111

**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.**

---

**Submission History**

- **Created By:** Abigail Regan
- **Data Created:** 2018-09-09 09:16 AM

---

C48849 is editable only by you. Expires in 4 minute(s).
<table>
<thead>
<tr>
<th>Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a draft contract?</td>
</tr>
<tr>
<td>Yes, you will attach the file in step 5. Answer &quot;No&quot; if you expect a contract but have not yet received from another party/sponsor.</td>
</tr>
</tbody>
</table>

| 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. |
| Yes, it is appropriate here since the PI will have a role in the development of the protocol. |

| Are Human Subjects (including survey, interviews, registries, or tissue samples) to be used at Vanderbilt? |
| 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. |
| Please Explain: Fill in yes for this if any question. |

| Will there be participation/collaboration by any Vanderbilt Medical Center faculty/staff in this project? |
| Yes, anyone who is involved comes from IABC rather than UF. If yes, you will answer a couple more questions about the below. |

---

**Note:** The above text is a screenshot of a draft form and includes specific instructions and questions related to a contract request. The form is designed to capture information about the proposed project, including the involvement of human and animal subjects, and the role of the PI in the development of the protocol. The form is editable and is associated with a specific request (C48849) and project (Janos Sallai/Defense Advanced Research Projects Agency).
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.

Will this contract include additional outgoing sub-contracts?

Do NOT answer "yes" if this contract is itself a sub-contract (that's what we're asking). Answer "yes" only if this contract will have additional sub-contracts outgoing from it.

Click "Add Sub-contract" to create a new draft contract request linked back to this one. Do this for all known outgoing sub-contracts that will be under this contract (NOT including this contract itself).

There are no Outgoing Sub-contracts linked to this contract request.

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.
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...

Choose from the following:

- 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
- Amendment - Addendum to Agreement
- Budget - Draft
- Budget - Final
- Protocol/SOW - Draft
- Protocol/SOW - Final
- Informational Consent - Draft
- Informational 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 contracts 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".
Draft

Contract Requests → C48849: Abigail Regan/Defense Advanced Research Projects Agency

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 2016-09-09 01:05 PM] from PI Assurance & G81177
- Departmental Approver has approved
  - Yes [on 2016-09-09 12:00 AM] Approvals from Core
- Request Status
  - Draft

The following errors must be corrected before you may submit this contract:
1. Step 6: Documents being sent via courier: Selection must be made
2. Step 2: Indirects Rate: value required if there is funding involved
3. Step 2: Sponsor or Prime is a Federal Agency, you must select Federal Funds = "Yes."
4. 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.