Dear Vanderbilt University Research Administrators:

Sponsored Programs Administration is replacing the LOI we have previously asked our sub recipients to complete with the new attached form. Please begin using this form for proposed outgoing subcontracts included in Vanderbilt proposals after January 1, 2018. (This includes proposed outgoing sub awards to VUMC. Note however, the LOI for Sponsored Billing Agreements is still appropriate). This form will be required of all proposed sub recipients working with Vanderbilt University. We are implementing this form to enhance our compliance with the Uniform Guidance and to make sure we are collecting all the relevant documentation from our sub recipient institutions at the time our proposal is submitted to our prime sponsor.

This form will document the following:

Sub recipient Statement of Collaborative Intent (SSCI): This form serves as an indication of a potential research collaboration as well as confirmation that the sub recipient institution is prepared to make every effort to enter into an appropriate agreement, should an award be made. This form collects all necessary disclosure information from the sub recipient, such as compliance and institutional contact information. The form also highlights the requirement to obtain a Scope of Work and Budget and Budget Justification.

As required by the Uniform Guidance, the form will also make sure that we have properly proposed the relationship as either a sub award vs. a vendor or consultant.

Please note that only the questions on the first page must be answered by organizations that participate in the Federal Demonstration Project Expanded Clearinghouse (signature required on page 2). The remainder of the form is required for organizations not participating in FDP and it will help us identify organizations that do not have approved rates or the appropriate policies in place.

This form can now be found on our web site. Please let me know if you have any questions.

Thanks,
Janiece

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