VU DEPARTMENTS PEER CHECKLIST
of REQUIRED ATTACHMENTS
for Contract Request submissions

OUTGOING SUBCONTRACT

- Subrecipient Statement of Collaborative Intent (SSCI)—Generally not required for Amendments
- Sub-recipient budget which includes Period of Performance
- Sub-recipient Budget Justification
- Sub-recipient Statement of Work (SOW)
- Prime grant or contract award for the applicable period

OUTGOING BILLING AGREEMENT

- Letter of intent (LOI)—Generally not required for Amendments
- VUMC budget which includes Period of Performance
- VUMC Budget Justification
- VUMC Statement of Work (SOW)
- Prime grant or contract award for the applicable period

INCOMING SUBCONTRACT

- Draft agreement from Other Party - the draft agreement should include:
  ✓ Vanderbilt final budget/Budget Justification which includes Period of Performance
  ✓ Vanderbilt final Statement of Work (SOW)

INCOMING BILLING AGREEMENT

- Draft agreement from Other Party - the draft agreement should include:
  ✓ Vanderbilt final budget/Budget Justification which includes Period of Performance
  ✓ Vanderbilt final Statement of Work (SOW)

**If any of these items are not included, please add a document which explains why they aren’t needed.**

For example, sometimes the SOW doesn’t change as funds are incrementally added. There may other reasons which it doesn’t make sense to provide this information.