VU DEPARTMENTS PEER CHECKLIST
of REQUIRED ATTACHMENTS
for Contract Request submissions

OUTGOING SUBCONTRACT

- *Subrecipient Statement of Collaborative Intent (SSCI)—Generally not required for Amendments*
- Subrecipient budget which includes Period of Performance
- Subrecipient Budget Justification
- Subrecipient Statement of Work (SOW)

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)

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 for an Amendment request the SOW isn’t included, because it doesn’t change as funds are incrementally added. There may other reasons which it doesn’t make sense to provide this information.