VCU OSP Process when VCU serving as Subrecipient in a Funding Proposal

VCU serving as Subrecipient
Our sponsor is serving as PTE
(Pass Through Entity)

Provide VCU subrecipient mini package to PTE at proposal time to include:
- Signed VCU AOR Authorization
- VCU scope of work
- VCU line item budget
- VCU budget justification
- VCU Subrecipient CV/biosketches for key personnel

Note: Upload the VCU subrecipient mini package to the RAMS-SPOT Funding Proposal, Other Submission Details View, Sponsor Submission Package.

Non FDP EC PTE

- Additional forms may be requested by PTE/sponsor and VCU OSP will review and provide AOR signature at proposal time
- Provide “All Occasion Letter to PTE when VCU is Subrecipient” if helpful (available on VCU OSP website, Forms page http://www.research.vcu.edu/forms/index.htm#osp_forms)

FDP EC PTE

- No additional forms should be needed.
- “All Occasion Letter to PTE when VCU is Subrecipient” can be provided (available on VCU OSP website, Forms page http://www.research.vcu.edu/forms/index.htm#osp_forms)

Proposed PTE/sponsor participates in Federal Demonstration Partnership Expanded Clearinghouse (FDP EC) project? List of participants: https://fdpclearinghouse.org/

V.2017-06-23