

Consortium/Contractual Arrangements

When a subcontract is included the “Consortium/Contractual Arrangements” must be attached to the SF424. The NIH states that this document should explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s) (otherwise known as the subrecipient(s)).

Further, the University requires specific information as well. The University prefers the use of the “Letter of Commitment to Establish a Subrecipient Agreement” form found at: <http://orsp.umich.edu/download/phs-fcoi/letter-of-commitment-form1.pdf>, as this form captures all of the information the University needs to see. This form should be completed and uploaded to the PAF in the subcontracts section. ***This form can also be used to fulfill the NIH Consortium/Contractual Arrangements document requirement***

However, at a minimum the following must be uploaded to the PAF in the subcontracts section in order to submit an application:

- PHS Face Page (printed and signed) AND
 - Inclusion of language similar to the UM form in a cover letter, institutionally signed, OR
 - A separate statement from an institutional official by email, OR
 - Certification of inclusion in the Federal Demonstration Partnership Clearinghouse

Further, when submitting a categorical budget a full budget and justification will need to be obtained from the subcontract sites.

We also recommend that you ask for the following as a best practice for good and orderly work and to make the process of issuing the award easier:

- Biosketch for all Key Personnel for their site
- Facilities & Other Resources
- Budget (even if not sent to the sponsor – to provide a basis of negotiation at the time of award)
- Budget Justification
- Copy of their F&A Negotiated Rate OR a link to their website (in case questions come up)

Lastly, if consortium/contractual activities represent a significant portion of the overall project, it must also be explained as to why the applicant organization, rather than the ultimate performer of the activities, should be the grantee. The explanation should also be uploaded to the Consortium/Contractual Arrangements field on the SF424.