

## Subaward Proposal Information

[Hyperlinks to each section on this page:]

- Items required from subrecipients for a UD proposal
- When UD is a subrecipient in another institution's proposal
- FDP Expanded Clearinghouse Participation Information
- FDP Expanded Clearinghouse FAQs
- UD Forms for Proposals Involving Subrecipients

### I. WHEN UD'S PROPOSAL INCLUDES A SUBAWARD FOR AN INVESTIGATOR AT ANOTHER INSTITUTION

#### ITEMS REQUIRED FROM SUBRECIPIENTS FOR A UD PROPOSAL:

1. Look up the institution in the FDP Expanded Clearinghouse database located at:  
<https://fdpclearinghouse.org/organizations>

You do not need a log-in or password to access the FDP Expanded Clearinghouse system.

2. Obtain the items listed in the applicable table below, depending on whether or not the subrecipient institution is a member of the FDP Expanded Clearinghouse (see below for explanation).

#### TABLE A

##### MEMBER OF FDP Expanded Clearinghouse\*

- [Provider Category Determination Worksheet](#)
- Scope of Work
- Budget
- Budget Justification
- [FDP Letter of Intent](#) signed by Authorized Official at the subrecipient institution

(do *not* send a Subrecipient Commitment form)

#### TABLE B

##### NOT A MEMBER of FDP Expanded Clearinghouse\*

- [Provider Category Determination Worksheet](#)
- Scope of Work
- Budget
- Budget Justification
- [UD Subaward Commitment Form](#) signed by Authorized Official from the subrecipient institution
- Contact Info in [Attachment 3B page 1](#)
- FFATA Info in [Attachment 3B page 2](#)
- Subrecipient institution's indirect costs (F&A) rate agreement

3. Include the above items as Attachments to the proposal in the UD Financials Grants System

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### II. WHEN UD IS A SUBRECIPIENT IN A PROPOSAL BEING SUBMITTED BY ANOTHER INSTITUTION

1. Look up the other institution in the FDP Expanded Clearinghouse database located at:  
<https://fdpclearinghouse.org/organizations>
2. If the institution is a member of the FDP Expanded Clearinghouse:
  - a. Attach a completed [UD FDP Letter of Intent](#) to the Attachments Tab of the UD proposal when routed for internal approvals, to be signed by the Research Office Contract and Grant Administrator.
  - b. Do not complete a Subrecipient Information form for the other institution. If they request that you do, politely remind them that UD is a member of the FDP Expanded Clearinghouse (other institution can obtain UD's data from the Clearinghouse).
3. If the institution is *not* a member of the FDP Expanded Clearinghouse:
  - a. Attach a completed [UD non-FDP Subaward Cover Letter](#) to the Attachments Tab of the UD proposal when routed for internal approvals, to be signed by the Research Office Contract and Grant Administrator.
  - b. The other institution may request that we complete their Subrecipient Information form.

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### III. \* Federal Demonstration Project (FDP) Expanded Clearinghouse Participation

UD is a member of the FDP, a non-profit organization comprised of Universities and other research institutions along with representatives of several research-oriented Federal Agencies. Among other activities, the FDP develops tools for its members to streamline the administration of research. One of those tools is the FDP Expanded Clearinghouse, a nation-wide database containing institutional profiles and data of 200+ member institutions. The member institutions agree to obtain the institutional data needed to prepare subrecipient agreements from this database rather than requiring each other to prepare administrative informational forms for every proposal they jointly submit. This saves a great deal of administrative work for all of the participating institutions and provides them with an easily accessible, up-to-date source of this data.

#### FAQs about using the FDP Expanded Clearinghouse:

1. Who determines if the other institution is a member of the FDP Expanded Clearinghouse?  
Answer: The Department Administrator or PI looks up the other institution in the FDP Expanded Clearinghouse database when preparing the proposal.
2. Where do I get a user ID and password for the FDP Expanded Clearinghouse?  
Answer: You do not need a user ID or password to be able to access the FDP Expanded Clearinghouse data.
3. How do I let the Research Office Contract and Grant Administrator know that the subaward institution is a member of the FDP Expanded Clearinghouse?  
Answer: Attach the other institution's FDP-style Letter of Intent to the UD Financials Grant proposal.
4. Do I need to send UD's Letter of Intent template (LOI) to the other institution for them to complete?  
Answer: Maybe. Member institutions are likely to have their own institution's LOI to use for proposals with other member institutions. However, you can send them UD's LOI to use as a sample if they ask for one.
5. Does the other institution's Letter of Intent (LOI) need to follow the same format as UD's FDP LOI?  
Answer: No, but, it should provide essentially the same project-specific information, it should not request completion of data that can be obtained from the FDP Expanded Clearinghouse, and it should be signed by the Authorized Official for the subrecipient institution.
6. What do I do if another FDP Expanded Clearinghouse member institution asks me to complete their Subrecipient Commitment Form?  
Answer: Politely inform them that UD is a member of the FDP Expanded Clearinghouse and that you will provide them with a signed FDP Letter of Intent instead.
7. When UD is a subrecipient under an institution that is *not* a member of the FDP Expanded Clearinghouse, can I send them a UD FDP Letter of Intent?  
Answer: Yes.
8. Who uses the Letter of Intent (LOI)?  
Answer: The LOI is intended for internal use to represent institutional endorsement of the proposed subaward budget and scope of work by the Subrecipient's Authorized Official. It is not designed to meet any specific sponsor's proposal requirements, although it may be used in the proposal submitted to the sponsor if desired. The wording of the LOI may be altered slightly to add sponsor-specific requirements if it is acceptable to both institutions.

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### IV. UD Proposal Forms for Proposals involving Subrecipients:

[Attachment 3B pg1\\_sub contacts](#)

Attachment 3B pg2\_sub FFATA  
Provider Category Determination Worksheet  
UD FDP Letter of Intent  
UD Subaward Commitment Form  
UD non-FDP Subaward Cover Letter