

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)

When VCU is serving as a subrecipient to a PTE, it is important that the RAMS-SPOT record support that we are acting in a programmatic role as compared to as a contractor. Best practice is for VCU to supply the documentation listed below because it substantiates our role as a subrecipient consistent with Uniform Guidance (2 CFR 200.331, Subrecipient and Contractor Determinations).

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.