

Office of Sponsored Research

Subrecipient Letter of Intent Forms

Instructions and Field Definitions

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Subrecipient Letter of Intent Form – Instructions and Field Definitions

PART 1. GENERAL INFORMATION

INSTITUTE INFORMATION

1. Entity's Legal Name

Enter the full name of the external entity

2. Lead PI

Enter the name of the Lead PIs for both the Subrecipient and Sponsor

ADMINISTRATIVE INFORMATION

3. Name/Title

Enter the name and title of the external entity's administrative contact

4. Address

Enter the administrative address for the external entity's administrative contact

5. Phone

Enter the administrative phone number for the external entity's administrative contact

6. Email

Enter the main administrative inbox email for the external entity's administrative contact

NOTE: UNC's administrative and institution information is already entered on the form.

PART 2. PROJECT INFORMATION

7. Project Title

Enter the name of the project

8. Prime Awarding Agency

Enter the legal name of the prime awarding agency

9. RFA/RFP Solicitation Number

Enter the sponsor proposal number that the prime award is associated with

10. Project Dates

Enter the start and end date for the Subagreement

11. UNC Internal Processing Form (IPF) Number

Enter the IPF number for UNC

PART 3. BUDGET INFORMATION

12. Facilities & Administrative Rate Type

Select if the project will be using an approved Federal rate, the prime sponsor rate or a different rate

13. Facilities & Administrative Rate

Enter the rate percentage that will be used

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14. Direct Costs

Enter the estimated total direct costs

15. Indirect Costs

Enter the indirect or facilities & administrative costs based on the percentage entered

NOTE: The Total Costs field will be calculated based on the amounts entered in the Direct and Indirect Costs fields.

PART 4. COMPLIANCE INFORMATION

16. Human Subjects

Indicate if there are Human Subjects involved in this agreement

17. Animal Subjects

Indicate if there are Animal Subjects involved in this agreement

18. Federal Demonstrative Partnership (FDP)

If the external entity answers “No” then the fiscal conflict of interest statements will appear

19. Fiscal Conflict of Interest Compliance Statement

The subrecipient entity will choose the statement that is most applicable for them

NOTE: This question is not in the Outgoing Subrecipient Letter of Intent.

20. Certification Statement

When signed, the submitters are agreeing that this statement is accurate

PART 5. REQUIRED SIGNATURES

21. PI Signature

A signature box is provided for the PI to sign, which indicates that they are aware of and approve this submittal

22. Administrative Signature

A signature box is provided for the appropriate administrator to sign, which indicates the institute's knowledge and approval of this submittal

23. Submit Button

This button is **ONLY** to be used this when the form is signed electronically

NOTE: Signatures must be certified in Adobe before the form can be signed see Appendix A for instructions.

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Appendix A – Adobe Signatures

Creating Signatures

Find out how to create your signature and replace it if needed.

Certificate based signatures

Follow these steps to sign PDF files with certificate-based digital IDs. Adobe Acrobat helps you set up certificate-based signatures, use them to sign PDF files, and validate PDF files you receive from others.

Fill and sign PDF forms with Acrobat DC

Learn how to fill out PDF forms with different types of data and sign using a variety of signature methods in Adobe Acrobat DC.