Grants & Contracts
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# NIH Consortiums – Required Paperwork (Pre-award)

## A. Below is the list of paperwork required when another institution is subcontracting out to UVA. (The other institution is the Program Director & they send in the proposal.)

1) UVA Goldenrod signed by UVA PI & Chair
2) Form page one of the PHS398 or Consortium Letter of Intent signed by UVA PI & Chair
3) Statement of Work for UVA PI's contribution to research
4) PHS398 budget pages or SF424 R&R budget (UVA's information only)* whichever applicable
5) Budget justification
6) Biosketches/CVs of UVA key personnel
7) Resource page
8) FCOI Letter (attached below)
9) Checklist page with UVA PI name & "UVA" noted at top. Check "new"
10) Any IRBs (animal/human) approvals as required. These can be "pending".

## B. Below is the list of required paperwork when UVA is the Program Director and subcontracts out to another institution

1) Consortium Letter of Intent signed by their PI & Institutional Official
2) Statement of Work for other institution's PI's contribution to research
3) PHS398 budget pages or SF424 R&R budget (UVA's information only)* whichever applicable
4) Budget justification
5) Biosketches of other institution's key personnel
6) Resource page
7) Checklist page with other institution's PI's name noted at top. Checklist must be completed. Check "new".
8) FCOI Form
9) Any IRBs (animal/human) approvals as required. These can be "pending".
10) Include with entire UVA proposal and goldenrod. We accept faxes from other institutions, to be followed by original in mail.

*If being submitted through Grants.gov please do not use the PHS398 forms use the SF424 budget forms.

UNIVERSITY of VIRGINIA HEALTH SYSTEM

*The* SCHOOL *of* MEDICINE
*Office of the Dean*

September 5, 2012

Re: Assurance regarding institutional policy for financial conflicts of interest in research

To whom it may concern:

As an authorized signing official for The Rector and Visitors of the University of Virginia, I confirm our institution has a written policy for financial conflicts of interest that meets the requirements of the 2011 PHS/NIH regulations, 42 CFR Part 50, Subpart F.

Should you have any questions please feel free to contact me.

Sincerely,

Stewart P. Craig, M.S.
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University of Virginia School of Medicine
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