

# WAYNE STATE UNIVERSITY

## SPONSORED PROGRAM ADMINISTRATION

DATE:

**Print form as PDF to save changes.**

### LETTER OF INTENT TO ENTER INTO A CONSORTIUM AGREEMENT

Title of Application:

Proposed Period of Performance: \_\_\_\_\_ to \_\_\_\_\_

Total Proposed Amount: \_\_\_\_\_

Recipient Investigator(s): \_\_\_\_\_

Legal Entity Name and Address: \_\_\_\_\_

Sub-Recipient Investigator(s): \_\_\_\_\_

Legal Entity Name and Address: \_\_\_\_\_

UEI Number: WSU - M6K6NTJ2MNE5; Other Party - \_\_\_\_\_

Prime Sponsor: \_\_\_\_\_

Are Animals Applicable to proposed project  Yes  NoAre Humans Applicable to proposed project  Yes  No

### SECTION A – PROPOSAL DOCUMENTS

The following documents are included in our proposal and were prepared in compliance with the prime sponsor's solicitation guidelines

- Statement of Work
- Budget
- Budget Justification
- Other proposal documents as required by the solicitation
- Federally negotiated rate agreement (if applicable)

SECTION B – CERTIFICATIONS

1. Facilities & Administrative (F&A) Rates included in the proposal have been calculated based on :

- Our federally negotiated F&A rate
- Other Rate (Please explain)
- Not Applicable ( No F&A cost )

2. Conflict of Interest – Please select one of the following:

- My organization **DOES HAVE** a PHS-compliant Financial Conflict of Interest (FCOI) policy and my organization will rely on this policy and associated procedures to comply with PHS Conflict of Interest regulation.

Yes or No We are registered as an organization with a PHS-compliant FCOI policy with the FDP Clearinghouse: <http://thefdp.org/>.

- My organization **DOES NOT HAVE** a PHS-compliant Financial Conflict of Interest (FCOI) policy.

Yes or No My organization agrees to rely on Wayne State’s University’s FCOI policy and procedures to comply with PHS Conflict of Interest regulations.

Note: Organizations checking this option are required to follow WSU’s FCOI policies: <http://research.wayne.edu/coi/index.php>

3. Assurance

By signing this application, I certify (1) to the statements contained in the list of certifications\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\* and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any fake, fictitious, or fraudulent statements or claims may be subject me to criminal, civil or administrative penalties.

**Debarment, Suspension, and Other Responsibility Matters**

Organization certifies by signing this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

Please Print the name and contact information of the Authorized Representative

Signature of Authorized Sub Recipient Representative

Signature Date:

## CONSORTIUM/CONTRACTUAL ARRANGEMENTS

Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization.

### **Programmatic:**

### **Fiscal:**

### **Administrative:**

The applicant and all proposed consortium participants understand and agree to the following statement: The appropriate programmatic and administrative personnel of each organization involved in this grant application are aware of the agency's consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy.

**Wayne State University's designation as a state-controlled public institution of higher education may possibly place our institution in conflict with other regulations that we must consider, and we reserve the right to negotiate terms should this project be selected for funding.**

When completing Page 3 of the updated form, describe the following for each section:

**Programmatic**

In this section, describe the procedures for directing and monitoring the research effort. This is basically the statement of work which provides the detailed description of the work to be performed under the agreement.

**Fiscal**

Describe participants budget detail and how each organization will be reimbursed for its effort. Reference to organization's budget breakdown and justification, provided with the proposal package, may be made in this section.

**Administrative**

In this section, include the participant's personnel that will manage the project.

See the excerpt from NIH's website below:

*"The applicant and all proposed consortium participants understand and agree to the following statement: The appropriate programmatic and administrative personnel of each organization involved in this grant application are aware of the NIH consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy."*

If there are additional questions about completing the updated section of the form, please contact your Grant and Contract Officer (GCO) in SPA.