



## The Consortium and Contractual Arrangements Document

If you are working on a submission for the upcoming NIH deadline don't forget about the Consortium and Contractual Agreements document. This is the section that many people forget or rush to do at the last minute.

**If you have a subaward/subcontract** in your SBIR/STTR, or any other partner in the research who is providing you with services under contract, you must attach this document to your application package.

This is the best place in your proposal to list and describe each subcontractor or service provider, and to give a brief description of their capabilities, role in the project, and deliverables. Then you should also give a paragraph describing how you (as the small company) are planning to manage these collaborations throughout the course of the project.

This document, (like all others in the proposal), should be prepared in Word, and converted to pdf, and then attached to the PHS 398 Research Plan form at Field 13.

The instructions for this document are as follows:

***Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s). If consortium/contractual activities represent a significant portion of the overall project, explain why the applicant organization, rather than the ultimate performer of the activities, should be the grantee.***

In addition to this document, you will also need to provide the following from each subawardee:

- A separate subaward budget and budget justification,
- Biosketches all for Key Personnel on the subaward,
- Appropriate letters of commitment from the subawardee institutions. These are typically prepared not by your collaborator or investigator, but by the official at the subcontracting institution who is authorized to sign such agreements. e.g. the Contracts and Grants Office, Extra Mural Research Office, Dean for Research Office etc.

And remember, if you need assistance with your proposal development, BBCetc is ready to help.