

## Outgoing Letter of Intent Instructions

The Outgoing Subrecipient Letter of Intent (LOI) is required for all new subagreements that are issued with UNC as the pass-through entity. The subrecipient is required to complete and certify the LOI prior to receiving the subagreement from UNC.

## General Information

### Sponsor (UNC) Information

**1. Lead PI (UNC Completes)**

Enter the name of UNC's Lead PI

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

### Subrecipient Administrative Information

**1. Legal Name**

Subrecipients Legal Name that is used for contracts and agreements

**2. UEI/DUNS**

The unique federal identifier for the subrecipient

**3. Lead PI**

Enter the name of the subrecipient PI

**4. Name/Title**

Enter the name and title of the subrecipient's administrative contact

**5. Address**

Enter the subrecipient's central address

**6. Zip Code**

U.S. entities only, enter the subrecipient's zip code +4 digits

**7. Phone**

Enter the subrecipient's central phone number

**8. Email**

Enter the subrecipient's central office inbox email

## Project Information

**1. Subagreement Project Title**

Enter the subrecipient's name of the project

**2. Subagreement Project Dates**

Enter the start and end date for the Subagreement

**3. RFA/RFP Solicitation Number**

Enter the associated prime sponsor proposal number

**4. Prime Awarding Sponsor (UNC Completes)**

Enter the sponsor's legal name for UNC's agreement

**5. UNC-CH Proposal Number (UNC Completes)**

Enter the Internal Processing Form (IPF) number for UNC

## Financial Information

### 1. Facilities & Administrative (F&A) Rate Type

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

### 2. Applicable Facilities & Administrative (F&A) Rate

Enter the rate percentage that will be used

### 3. Total Estimated Subagreement Amount

Enter the estimated total direct costs

## Compliance Information

### 1. Human Subjects

Indicate if there are Human Subjects involved in this agreement

### 2. Animal Subjects

Indicate if there are Animal Subjects involved in this agreement

### 3. Active System for Award Management (SAM)

Indicates if the subrecipient is an active SAM member

### 4. Federal Demonstrative Partnership (FDP)

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

### 5. Fiscal Conflict of Interest Compliance Statement

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

### 6. If Subrecipient is using UNC’s Conflict of Interest Policy

All subrecipient personnel working on the project must be listed. The Project Role must be selected for each person.

#### Project Roles:

- Administrative Assistant
- Administrative Contact
- Clinical Research Coordinator
- Fellow
- Fellow (Individual NIH Fellowship)
- Graduate Research Assistant
- Investigator
- Lead Principal Investigator
- Postdoctoral Research Assistant
- Principal Investigator
- Project Manager
- Technical Staff
- Undergraduate Student
- Other Key Participants
- Inactive

## Signatures

### 1. Certification Statement

By signing, the submitter is certifying the accuracy of all information submitted on this form

### 2. PI Signature

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

### 3. Administrative Signature

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

### 4. 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.2** for instructions.

## Appendix A – Adobe Signatures

### 1. [Creating Signatures](#)

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

### 2. [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.

### 3. [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.

