# Letter of Intent Instructions

The Letter of Intents (LOIs) are required for all new subagreements. Outgoing LOIs are used when agreements are issued with UNC as the pass-through entity. Incoming LOIs are used when UNC is receiving an agreement from a pass-through entity.

If the LOI is Outgoing, then it will need to be completed by the subrecipient. For both forms. all field names that are UNC Blue may be complete by the applicable UNC Department. All LOIs and applicable attachments should be uploaded in RAMSeS under the appropriate Project or Proposal ID.

## Completing the Forms

### Sponsor Information

1. **Entity's Legal Name**
   Enter the full name of the entity. This will be who the agreement is issued to.
2. **UEI/DUNS**
   The unique federal identifier for the subrecipient
3. **EIN**
   Tax Identifier for entity
4. **Lead Principal Investigator (PI)**
   Enter the name of the Lead PIs for both the Subrecipient and Sponsor

### Administration Information

1. **Name/Title**
   Enter the name and title of the external entity's administrative contact
2. **Address**
   Enter the administrative address for the external entity's administrative contact
3. **ZIP Code**
   U.S. entities only, enter the subrecipient's zip code +4 digits
4. **Phone**
   Enter the administrative phone number for the external entity's administrative contact
5. **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.*

### Project Information

1. **Project Title**
   Enter the name of the subagreement, this should match what is in RAMSeS
2. **Project Dates**
   Enter the start and end date for the Subagreement
3. **RFA/RFP**
   Enter the IPF number for UNC
4. **Prime Awarding Sponsor**
   Enter the Prime sponsor's legal name
5. **UNC-CH Proposal Number**
   Enter the Internal Processing Form (IPF) number for UNC

6. U.S. Department of Homeland Security*

## Financial Information

1. **Facilities & Administrative Rate Type**
   Select if the project will be using an approved Federal rate, the prime sponsor rate, or a different rate
2. **Facilities & Administrative Rate**
   Enter the rate percentage that will be used
3. **Total Estimated Amount**
   Enter the total anticipated amount of the subagreement, this should include all direct and indirect costs for the subagreement

## 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 SAM.gov Member***
   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 Stuff
   • Undergraduate Student
   • Other Key Participants
   • Inactive

*NOTE: Items 3-6 will <u>NOT</u> appear on the incoming LOI. UNC is both an active SAM.gov and FDP member*

# Letter of Intent Guidance

## Attachments

1. Required Attachments
   - Budget
   - Scope of Work
2. Other Attachments
   - Budget Justification
   - Institutional Certifications

## Certification/Signatures

1. Certification Statement
   When signed, the submitters are agreeing that this statement is accurate
2. Principal Investigator 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 institute's knowledge and approval of this submittal

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

## 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.