

RESOURCE GUIDE:

Collaborative/SUNY Intercampus Activity to Another SUNY Campus suggested workflow and common best practices to reduce administrative barriers, providing opportunity to enhance existing campus practices. *Detailed procedure*



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programs



SUGGESTED WORKFLOW OF PROCESS & COMMON/BEST PRACTICES

1

PRE AWARD/PROPOSAL APPLICATION

1. Lead Location SPO connects with Collaborating Location SPO to initiate working relationship. Contact information may be found on campus website or contact RFCO.
2. Collaborating Location provides Scope of Work, budget, and additional documentation (*as applicable*) required by the Lead Location.
3. Lead Location may choose to collect F&A on the activity, if the process is consistent. Collaborating Location is eligible to full F&A rate or the rate established by the Prime Award Sponsor.
4. Lead and Collaborating Locations work together on internal deadlines/timelines to meet external deadline dates.

2

INTERCAMPUS LETTER AGREEMENT

1. Lead Location prepares an Intercampus Letter Agreement (ILA) using the template on RF website, or variation specific to campus needs. ILA should include, at minimum:
 - Collaborating Location PI and ORG code (*for Subproject establishment*)
 - Notice of Award or Prime Terms & Conditions
 - Scope of Work
 - Budget
 - Reporting requirements
2. Consider multi-year activity language and budgets. Use this as an opportunity to issue unilateral amendments to ILA or abridged version of ILA.

3

AWARD ESTABLISHMENT (*Subproject*)

1. Lead Location establishes subproject in Oracle.
2. Set up with a detailed budget to clarify expectations of expenses for both parties.
3. Consider including abstract notes and attach a copy of the ILA to the subproject in ORACLE.
4. Project Abstract is emailed to the officials listed on the ILA.

4

POST AWARD & CLOSE OUT

1. Lead and Collaborating Locations connect on a regular basis to review expenditures and resolve any discrepancies
2. Collaborating Location submits all reports and inputs all expenditures in Oracle in order for Lead Location to fulfill its obligation to the Prime Sponsor.

Federal Funding Accountability and Transparency Act (FFATA): The Inter-campus Letter Agreement (ILA) is a resource to communicate cross campus collaboration and is not seen as a legal document. Therefore activity between SUNY campuses is not subject to FFATA reporting in the FFATA Subaward Reporting System (FSRS.gov).

DISCLAIMER: This guidance document is intended to be a resource. Please contact your campus Sponsored Programs Office for additional guidance and campus specific procedures.