

# BETA CELL BIOLOGY CONSORTIUM GUIDELINES FOR SUBCONTRACTS



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Funding for the Beta Cell Biology Consortium (BCBC) Pilot and Feasibility and Collaborative Bridging Project programs is distributed via a subcontract from the BCBC Coordinating Center at Vanderbilt University. The parent grant number for these activities is U-01 DK072473.

For us to establish a subcontract without unnecessary delay we require the following items:

**NIH Face Page (PHS 398 Form Page 1):** This page must be completed according to the PHS 398 instructions and include the requested direct and indirect costs. The face page must be signed by your institutional signing official. Please note that international institutions may only request up to 8% in indirect costs.

**Budget Page (PHS 398 Form Page 4):** This page should detail the requested direct and indirect costs for the first year. Please include the indirect costs in the facilities/administrative costs section of the form page.

**Biographical Sketch Page:** Biographical sketches must be formatted according to NIH guidelines for the Principal Investigator and all key personnel.

**Statement of Work:** The proposal itself will suffice.

**IACUC Approval:** If animals are involved in your research, please provide a current IACUC certification form from your institution.

**Contact Information:** Please submit the contact information (name, phone, and email address) for your departmental grants administrator

If the application is approved for funding, a subcontract between Vanderbilt University Medical Center and your institution will be initiated. Reimbursement of encumbered costs will not commence until the subcontract is fully executed.

Awardees are required to submit invoices on a monthly basis. The final invoice of the grant year must be submitted within 60 days of the end of the grant year. Failure to invoice according to these guidelines may result in non-reimbursement of funds. All invoiced charges must comply with the OMB Circular A-21 cost guidelines.

For questions regarding the subcontracting process, please contact:

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