



Guidelines for (Consortium – Contractual Arrangements)

Our Faculty has become more engaged in outside collaborations involving Subcontracts, (i.e. Consortium Agreements) with other Institutions. Below is a list of items that are necessary when other Institutions are asked to participate in Loyola University Chicago project:

- Name of Subcontracting Institution
- Letter of Intent from the PI (should also include: title of the project, Institutional Official's endorsement)
- Statement of Work
- Budget (the NIH 398 Budget page or the SF 424 Forms)
- Budget Justification
- Biosketch
- Confirmation of current F & A (indirect costs) Rates
- Confirmation of current Fringe Benefit Rates

Also listed below is a list of items that are required when our Faculty members are asked to participate on a grant from another Institution.

- Proposal Routing Form (via) Research Channel
- Letter of Intent (Agreeing to Participate)
- Statement of Work
- Budget (the NIH 398 Budget page or the SF 424 Forms)
- Budget Justification
- Biosketch
- Checklist Page