



FEDERAL DEMONSTRATION PARTNERSHIP

Redefining the Government & University Research Partnership

Dear Expanded Clearinghouse Piloteer,

Thank you for your willingness to participate in Phase 1 of the FDP Expanded Clearinghouse Pilot Project! We have an aggressive implementation schedule ahead for our 41 participating institutions, and we are excited to launch. This email includes the timeline for initial implementation along with the necessary tools to get you started. These include the following attachments:

Getting Started

- **Entity Profile.** This Excel workbook has several tabs containing general instructions (Tab 1), detailed instructions for completing your profile (Tab 2); and your blank ready-to-complete entity profile (Tab 3.) Instructions for providing future updates are also offered.

PLEASE COMPLETE THIS PROFILE AND RETURN IT TO Co-Chair LYNETTE ARIAS AT ariasl@uw.edu BY MARCH 1, 2016.

- **List of Phase 1 Pilot Institutions.** This list of Phase 1 Piloteers is intended to assist with your initial planning, with an amended list to follow just prior to our planned 3/15/16 “Go Live” date. The revised document will incorporate all participating entities, as some system campuses will have multiple profiles associated with multiple sites/DUNS numbers.

Once available, the final list should be circulated among everyone involved with your institution’s subrecipient monitoring process. After the “Go Live” date, you will need to ensure that your institution’s alternate Phase 1 Pilot process is utilized instead of your traditional monitoring process for these entities.

Note, all pilot institutions are subject to Single Audit; therefore we are not testing a Financial Questionnaire during this phase.

- **Tracking Form.** This Excel workbook contains a standardized method and instructions for logging each Phase 1 Pilot transaction. This initial version is intended to assist with your planning, with an amended Tracking Form incorporating the final list of entity profiles to follow just prior to the 3/15/16 “Go Live” date.

Quantifying the estimated reduction of administrative burden is critical to our overall reporting and success. Therefore, please disseminate and train those responsible for subrecipient monitoring to accurately use this form. We anticipate asking you to send a copy of this form in quarterly in order to assess our progress. The dates for the first quarter are included in the form, and you will receive an email request when it is time to submit it.

Implementation Timetable

2/10/16 –Entity Profiles, along with planning and instructional materials are disseminated to the pilot institutions (this email).

2/17/16 – Phase 1 Pilot Welcome Call #1 at noon eastern time, 11:00 central time, 9:00 a.m. pacific time. The call in number is 844-788-2836. The passcode is 365812. *Participation in this call or Call #2 is optional.* The Expanded Clearinghouse Co-Chairs will host a one-hour call to walk pilot participants through the entity profile and to answer questions about the pilot process or the forms. Please prepare for this call by reviewing the Entity Profile and accompanying pilot materials and bring your questions to the call.

2/22/16 – Phase 1 Pilot Welcome Call #2 at 2:00 p.m. eastern time, 1:00 central time, 11:00 a.m. pacific time. The call in number is 844-788-2836. The passcode is 365812. *Participation in this call or Call #1 is optional.* The Expanded Clearinghouse Co-Chairs will host a repeat one-hour call for those unable to attend the first Welcome Call.

3/1/16 – Completed Entity Profiles due via email to Co-Chair Lynette Arias at ariasl@uw.edu.

3/9/16 (date subject to change) – Final Phase 1 Pilot Entities list, Final Tracking Form, and links to the FDP-hosted Entity Profiles will be disseminated.

3/15/16 – Go Live! All Phase 1 Piloteers will stop requesting institutional subrecipient commitment forms or certifications from other Phase 1 Pilot entities and instead utilize the Entity Profile hosted on the FDP website.

3/31/16 (date subject to change) – Phase 1 Piloteers will provide qualitative feedback on the initial implementation.

Rolling Out the Pilot at Your Institution

A presentation has been prepared that can be readily adapted for use at your own institution, describing at a high level the purpose and goals of the pilot, the obligations of participants, the contents of the entity profile, and the main business process changes that your campus participants will need to undertake as a part of the pilot. See the updated [FDP Expanded Clearinghouse Webpage](#) for a link to this presentation. Feel free to use and adapt this presentation however you wish. If you create your own presentation, you are encouraged to share it on the pilot listserv (see below) for use by other participants as well.

Communicating During the Pilot

In order to provide ongoing communication throughout the Pilot, the FDP created a new listserv for the Pilot Point of Contacts and FDP Administrative Representatives of the Pilot organizations, (in addition to the existing general Expanded Clearinghouse listserv that anyone can join to learn more about the Pilot). You can expect future correspondence through the listserv mechanism: fdp-ec-pilot-l@lsw.nas.edu.

We look forward to answering your questions during the Pilot Welcome Calls, but do let us know if you need any immediate assistance by emailing or calling Lynette Arias at ariasl@uw.edu; [206.685.7065](tel:206.685.7065)

Best regards,

The FDP Expanded Clearinghouse Working Group

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