

## Instructions for Completing the Subcontract/SSA Intake Questionnaire

1. This form is designed to accommodate both incoming and outgoing subcontracts, SSA's, and Service Agreements. Be aware of whether SLU is the Subcontractor or the Subcontractee.
2. After you complete the Intake Questionnaire, upload it to eRS and the Office of Sponsored Programs will determine the appropriate contract type, negotiate any terms with the Sponsor or Subcontractee and after completing the appropriate form, upload the completed version to eRS. This process may take some time so please allow ample time for this to be processed.
3. If any data field does not apply, or you do not have an answer, leave that field blank.
4. Every researcher involved in a sponsored research project is responsible for acquiring and requesting approvals for other required compliance items such as (but not limited to); Conflict of Interest Disclosure, IRB, Animal Care, Export Control, etc.
5. SLU's F&A rate is always 51.5%. **PLEASE MAKE SURE THAT YOUR BUDGET REFLECTS THAT PERCENTAGE- NO EXCEPTIONS.** Any variation from that rate must be accompanied by an F&A Rate waiver or a copy of the published maximum rate from the Sponsor.

**After all of the required components are uploaded to eRS, the Office of Sponsored Programs will process your request. We cannot begin our process until all information has been provided.**