

Process/Procedure for Letters of Intent to Establish Consortium Forms

(OSP-2 and OSP-3)

Purpose

A Letter of Intent to Establish Consortium provides necessary documentation of an entity's approval of their participation in a sponsored program for a specific scope of work, project performance period, and amount of funding. Letters of Intent to Establish Consortium are used when Clemson University is the prime applicant, and will issue a subaward to an outside entity to perform a specific scope of work on a larger proposed project, and when Clemson University will perform as a subrecipient on a larger project.

Guidance on Use of OSP Forms 2 and 3:

CU as Prime Applicant – Use OSP-2

Send this form to any entities that will perform a portion of the scope of work that does not have a form of their own that provides the necessary Conflict of Interest Assurance. Upload the completed form, Financial Conflict of Interest Disclosure, Scope of Work, Budget and Budget Justification to InfoEd in the Attachments Section, as Subaward Supporting Documentation.

CU as Subrecipient – Use OSP-3

The signed Letter of Intent to Establish Consortium should be included in as part of the application materials sent to the Prime Applicant.

Reminder

OSP will notify the research community when changes are made to forms and record the date of the most recent version in the lower right hand corner of each form. Please verify that the form you use is this most recent version.