SUGGESTED PUSH-BACK LANGUAGE FOR EC MEMBERS IN RECEIPT OF SUBRECIPIENT MONITORING FORMS

With other Expanded Clearinghouse institutions:

Dear Colleague,

[*MY Institution Name*] and [*YOUR Institution Name*] are both participants in the Expanded Clearinghouse, a Federal Demonstration Partnership (FDP) initiative that reduces the administrative burden associated with the exchange of subrecipient monitoring forms. As a condition of our participation, we agreed to utilize the Expanded Clearinghouse to obtain publicly available information rather than exchange forms.

As you may know, the Expanded Clearinghouse makes our data publicly available, including general institutional information, audit reports, rate agreements, contacts, registrations, certifications, and assurances. Furthermore, the data included in each profile has been certified by the appropriate Institutional Official, and a profile printout has proven sufficient documentation of information receipt. Therefore, please obtain at https://fdpclearinghouse.org.

For more information on this matter, please contact your institutional contact [*YOUR Profile Contact*], also copied on this email. Additionally, you may contact [*OUR Contact Name*] with any questions related to our profile, and [*OUR Contact Name*] to request any project-specific information not available in the Expanded Clearinghouse.

Thank you in advance for your consideration and cooperation.

Sincerely,

For non-participating institutions:

Dear Colleague,

[*MY Institution Name*] is a participant in the Expanded Clearinghouse, a Federal Demonstration Partnership (FDP) initiative that reduces the administrative burden associated with the exchange of subrecipient monitoring forms. The Expanded Clearinghouse developed a streamlined systems that makes participants' data publicly available, including general institutional information, audit reports, rate agreements, contacts, registrations, certifications, and assurances.

With this in mind, please obtain our institutional information by using the FDP Expanded Clearinghouse, located at https://fdpclearinghouse.org. Organizations are not required to be FDP members to access and utilize the data available in this online system. Furthermore, the information included in each profile has been certified by an appropriate Institutional Official, and a profile printout has proven sufficient documentation of information receipt.

Please contact [*Contact Name*] with any questions related to our profile, and contact [*Contact Name*] to request any project-specific information not available in the Expanded Clearinghouse.

Thank you in advance for your consideration and cooperation.

Sincerely,