

**Request for Information**

Dear Brown University Research Team Member,

I am writing today to request a series of actions in anticipation of the award of a subcontract to your organization under the U.S. Government sponsoring Agency,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  The Program is entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”, and the Brown University lead is Professor \_\_\_\_\_\_\_\_\_\_\_\_\_.

 Kindly provide signed and completed copies of the following documents:

[ ] Subrecipient Profile Questionnaire (3 pages) – included with this letter

[ ] A copy of your organization’s most recent Single Audit (e.g., A133 or other Audit) and/ or Financial Statements

[ ] A copy of your organization’s current Negotiated Indirect Cost (Facilities & Administrative) Rate Agreement

[ ] In addition, to receive payment via a subcontract from Brown, registration is required in the University’s payment system. Please follow the link below to register your organization:

Brown University Vendor Registration at this link: <https://secure.brown.edu/purchasing/supplier/>

All indicated steps must be completed before a subcontract is issued to your organization.

Should you have any questions, please direct your inquiry to the email address Subawards@brown.edu.

Thank you in advance for your assistance in this matter.

Sincerely,