

# FDP Expanded Clearinghouse Instructions

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## 1. Background

### 1.1 Purpose of FDP Expanded Clearinghouse

The [FDP Expanded Clearinghouse](#) started as a pilot to test whether a standardized, streamlined subrecipient entity data repository was feasible, and whether such a repository effectively reduced the data collection and review burden for pass-through entities and subrecipient entities alike, while still ensuring stewardship over federal funding. In Spring 2018, the pilot became an ongoing activity of the FDP.

### 1.2 Phases

#### 1.2.1 Pilot Phase 1

The FDP Expanded Clearinghouse data repository was established in 2016. 79 FDP member organizations submitted 127 Entity Profiles (one profile per DUNS number) in Excel, which were posted in PDF format on the FDP website. Through these profiles, Pilot Member organizations agreed to make information about themselves publicly available instead of needing to complete subrecipient commitment forms. They additionally agreed to access organizational information through the Profiles in lieu of requesting that subrecipients complete commitment forms.

#### 1.2.2 Pilot Phase 2

In 2017, FDP launched a web-based Expanded Clearinghouse. Instead of using Excel/PDF documents, participating organizations enter and access information online at [fdpclearinghouse.org](http://fdpclearinghouse.org). The FDP Expanded Clearinghouse serves as a single, electronic repository for information needed for pass-through entities to perform subrecipient risk assessments and to do ongoing monitoring of static or annualized data related to subrecipient monitoring.

#### 1.2.3 Transition from pilot to initiative

After receiving approval from the FDP Executive Committee, in Spring 2018, the FDP Expanded Clearinghouse transitioned from being an FDP pilot to an FDP initiative. An FDP Expanded Clearinghouse Steering Committee was established to ensure the ongoing success of the FDP Expanded Clearinghouse. Responsibilities of the Steering Committee include management and oversight of the FDP Expanded Clearinghouse; performing help desk functions; system maintenance and development; education, outreach, and evaluation; profile review and approval; data analysis; financial questionnaire development; and long-term planning.

### 1.3 End users

The primary end users of the FDP Expanded Clearinghouse are those FDP members (and in Summer of 2019, non-FDP members) that are Participating Organizations, who will both:

- Post information about their organizations and
- Access information about other Participating Organizations who are their subrecipients.

Other possible end users include those organizations working with Participating Organizations who will use the FDP Expanded Clearinghouse to access organizational information.

## 1.4 General expectations

Participating Organizations are expected to:

- Agree that their Profile, which includes rate agreement and audit information, can be posted as public information on the FDP Expanded Clearinghouse website
- Agree to timely update their Profiles when necessary (e.g., new audit results, updated F&A rates, changes in answers to key questions) and at least annually
- Forego use of their individual subrecipient commitment and other forms to collect entity data when issuing subawards to other Participating Organizations
- Access the posted profiles to obtain needed static/annual data from their proposed subrecipient
- Evaluate the effectiveness and impact of the system

The bullets listed above constitute a partial list of expectations. The Profile Participation Agreement details the functions of the FDP Expanded Clearinghouse, the roles of the FDP Expanded Clearinghouse Steering Committee, as well as the expectations of Participating Organizations.

## 2.1 Overall process

- The FDP Expanded Clearinghouse Administrator creates an initial individual user account for the designated point of contact for the Participating Organization. This first user account created for each organization is given the role of Organizational Owner (Owner).
- The Owner is responsible for creating the organization's Profile(s) in the FDP Expanded Clearinghouse. At this point, the profile is in DRAFT status.
- After the Profile has been created, the Owner creates and assigns roles to other users. For a full list of users and roles, see Appendix A. When a new user is created, the individual receives an e-mail indicating that an account has been created for them.
- The Owner may enter profile information or may assign the entry of information to a Profile Editor (Editor). Either the Owner or Editor enters information into the Profile.
- Once the Profile is complete, the user submits it to the participating organization's Authorized Profile Certifier (i.e., an Authorized Official) for certification. The status is changed at this point to CERTIFYING.
- The Authorized Profile Certifier receives an e-mail notification to review the profile.
- The Authorized Profile Certifier certifies the profile or, if necessary, requests changes from the Editor.
- Once the profile has been certified, the profile status becomes SUBMITTED, and the FDP admin users review the profile.
- The FDP Administrators check the following:
  - Responses and information seem appropriate;
  - Fields are completed;
  - Hyperlinks work and go to the appropriate place based on data element – for certain data elements, it is not okay to provide a hyperlink to a general research administration web page and expect people to search around for information;
  - Comments provided in "Comments" box are clear and appropriate for the public;
  - Legal Entity Name and DUNS number match SAM record; and
  - If the audit attached is for a broader entity, Primary Audit Entity information is provided.

Other than described above, the FDP Administrators are not verifying the accuracy of the information entered; that is the responsibility of the Participating Organization.

- If all is well, the FDP Administrators publish the profile, and it becomes publicly available on the FDP Expanded Clearinghouse website. The status changes at this point to PUBLISHED, and a system-generated notice of publication is sent to the Profile Certifier and all Editors.

The end goal is to have a completed, certified, published Profile – all entered within and accessible through the FDP Expanded Clearinghouse.

## 3. Getting started

### 3.1 Compatible systems/web browsers

The FDP Expanded Clearinghouse is built to function on PCs or Macs and works with the most common internet browsers. Note that the file upload tool will not work in Internet Explorer 9 or earlier versions of IE. If a user is using an out of date browser, a warning message will appear.

### 3.2 Helpful to know

Before completing the Profile online, a user should have a completed [Organizational Data Worksheet](#). Having a completed worksheet ensures that data are readily available for entry into the FDP Expanded Clearinghouse.

If possible, having access to a workstation with two monitors would be helpful. One monitor could display the completed Organizational Data Worksheet, while the other monitor could display the FDP Expanded Clearinghouse.

### 3.3 Getting access to the FDP Expanded Clearinghouse

#### 3.3.1 Where to find it

The FDP Expanded Clearinghouse is located at: [fdpclearinghouse.org](http://fdpclearinghouse.org). Participating Organizations must have a user set up in the system in order to create, edit, certify, or submit a profile. See below on how to become a user.

#### 3.3.2 How to become a user

The FDP Expanded Clearinghouse Administration team will set up an Organizational Owner (Owner) for each participating organization. Once the Owner creates the organization Profile(s), the Owner is able to create other users and assign user roles to the Profile. If the organization has multiple profiles, users must be added and granted roles within each profile. The organization must have at least one Organizational Owner to be able to access the FDP Expanded Clearinghouse. For assistance, email [fdpechelp@gmail.com](mailto:fdpechelp@gmail.com).

#### 3.3.3 Multiple user roles

An individual may hold multiple roles simultaneously (User Manager, Profile Editor and Authorized Profile Certifier) for their organization. If an individual acts as both the Profile Editor and Authorized Profile Certifier, that person does not need to be added as a user twice with two separate roles. Instead, the Owner or the User Manager will check the two separate permission boxes for Profile Editor and Certifier on the Manage Users screen within the Profile.

### 3.3.4 Difference between Users and Contacts

An organization's Users are those responsible for creating, editing, and certifying the organization's Profile in the FDP Expanded Clearinghouse. The Organizational Owner or the User Manager enters and edits information about Users through the Manage Users button. User accounts include Organizational Owner, User Manager, Profile Editor, and Authorized Profile Certifier.

An organization's Contacts perform a function separate from Users and independent of the FDP Expanded Clearinghouse. The Contacts are individuals to whom questions about certain topics related to the organization may be addressed. For example, if a pass-through entity has a question about an organization's audit finding, the PTE can reach out to the Audit Contact. Information about the Contacts (with the exception of the Authorized Profile Certifier) is entered and edited on the Contacts tab of the Profile. Either the Organizational Owner or the Profile Editor can enter or edit an organization's Contacts.

To summarize, Users play specific roles related to the management of an organization's Profile(s) in the FDP Expanded Clearinghouse, whereas Contacts play roles related to an organization. There may be overlap, that is, an organization's Users may also act as Contacts for specific topics.

### 3.4 Responsibilities of the Organizational Owner

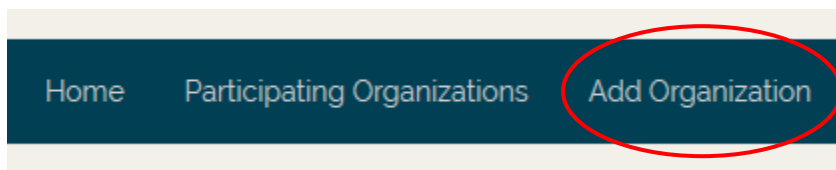
The Organizational Owner is the first user created by system administrators and serves as the organization's "super user." The Organizational Owner is responsible for:

- 1) creating a profile for the organization, and
- 2) creating accounts for other organizational users, as well as granting appropriate user roles.

For a full list of users and permissions, see Appendix A.

### 3.5 Creating a profile

On the menu bar near the top of the screen, click on "Add Organization." The expectation is that **one** profile will be created for **one** DUNS number.



Clicking on "Add Organization" will bring up a screen with four data elements:

- Legal Entity Name
  - This is the legal name associated with the DUNS number and can be found in SAM.gov.
- Common Name
  - This name is visible/searchable on the page that lists all participating organizations. It can be different than or the same as the Legal Entity Name.
- Employer Identification Number (EIN)
- DUNS Number

After entering the four pieces of information, click on "Save."

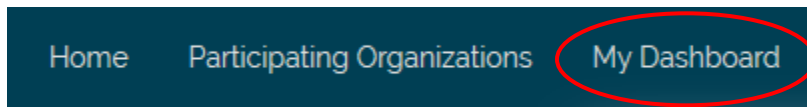
Clicking on “Save” will create a Profile and bring up a new screen, which is the Profile in Edit Mode. In Edit Mode, information can be entered into the Profile.

### 3.6 User management

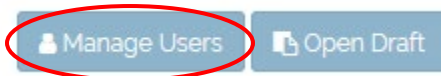
#### 3.6.1 Adding other users for your organization

Either the Organizational Owner or the User Manager can create other users and designate a user to be the Authorized Profile Certifier. User accounts include the Organizational Owner, User Manager, Profile Editor, and Authorized Profile Certifier.

- The first step to creating a new user is to log into the FDP Expanded Clearinghouse. Then, click on “My Dashboard” in the menu bar.



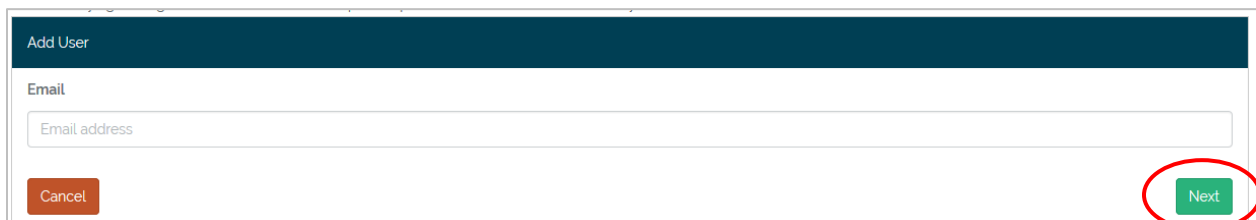
- In “My Dashboard”, click on the name of your organization under “My Organizations” on the left side of the screen. This will bring you to a new screen with the name of your organization.
- To create a new user for your organization, click on “Manage Users” on the right side of the screen.



- This will bring up a new screen, where you will click on the button “Add User” that appears on the right side of the screen.



- Clicking on “Add User” will bring up a new screen, where you will be prompted to enter the e-mail address of the new user. Enter the e-mail address of the new user and click “Next” within the “Add User” box.



- Clicking on “Next” within the “Add User” box will bring up a new screen, where you will be prompted to:
  - 1) enter the user’s first name, last name, and title, and
  - 2) click on the permissions associated with the user.

Users

Note: Modifying the organization users and their respective permissions take effect immediately.

<p><b>First Name</b></p> <input type="text" value="First Name"/>	<p><b>Unique Account Email</b></p> <p>user@wisc.edu</p>	<p><input type="checkbox"/> <b>User Manager</b> <i>Add/remove/edit organization users</i></p> <p><input type="checkbox"/> <b>Profile Editor</b> <i>Edit organization profile</i></p> <p><input type="checkbox"/> <b>Authorized Profile Certifier</b>  <ul style="list-style-type: none"> <li>• Authorized to certify the accuracy and completeness of the Organization Profile</li> <li>• Responsible for any inaccurate data</li> <li>• Must agree to the terms in the Business Use Agreement.</li> </ul> </p>
<p><b>Last Name</b></p> <input type="text" value="Last Name"/>		
<p><b>Title</b></p> <input type="text" value="Title"/>		
<p><b>Display Email</b></p> <p><i>A different email, such as a generic central email, can be used here in place of your individual email. This email is only displayed when the user is a profile contact in lieu of the unique account email.</i></p> <input type="text" value="Display Email"/>		

- For the organization’s users, the organization may also choose to enter a Display Email address. This option is available because many offices use generic central e-mail addresses to receive correspondence (e.g., preaward@university.edu). If a Display Email is entered for the Primary Contact, the Display E-mail will appear to the public in lieu of the Unique Account mail. For the Authorized Profile Certifier, the Unique Account Email will appear in the published profile.
- Clicking on “Save” will send an e-mail to the individual to activate their account.
- If someone is entered as an “Authorized Profile Certifier” in the Users tab, their name and contact information will automatically appear as the “Authorized Profile Certifier” in the Contacts tab.

### 3.6.2 Removing users for your organization

To remove an individual as a user for your organization, click on the Manage Users button. You will see a list of users for your organization. On the right side of the screen, there is a Remove link:

Users

Note: Modifying the organization users and their respective permissions take effect immediately.

			<input type="button" value="+ Add User"/>
Name	Email	Roles	
Jennifer Rodis <i>Policy Analyst</i>	rodis@rsp.wisc.edu	User Manager Profile Editor	<input style="border: 2px solid red;" type="button" value="Edit"/> <input style="border: 2px solid red;" type="button" value="Remove"/>

Click on the Remove link, and a new option will appear:

Users

Note: Modifying the organization users and their respective permissions take effect immediately.

			<input type="button" value="+ Add User"/>
Name	Email	Roles	
Jennifer Rodis			Are you sure you want to remove this user? <input style="border: 2px solid red;" type="button" value="Remove"/> <input type="button" value="Cancel"/>



Clicking on the Remove button will remove the user from the FDP Expanded Clearinghouse. If the individual is also listed as a Contact, you will have to go to the Contacts tab to change the Contact for your organization.

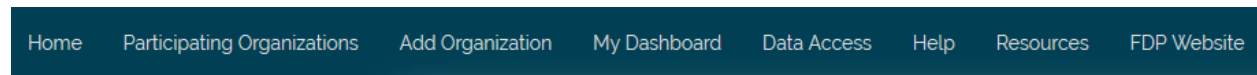
### 3.7 Navigation

#### 3.7.1 Logging in

Go to [fdpclearinghouse.org](http://fdpclearinghouse.org). Enter your e-mail address and password. If this is your first time logging into the FDP Expanded Clearinghouse, you will be prompted to reset your password after you click “Login.”

#### 3.7.2 Organization of information

After you have logged in, the menu bar near the top of the screen will look like this:



To go to your organization’s profile, click on “My Dashboard.” This will bring up a new screen with the name of your organization on the left side of the screen under “My Organizations.”

Click on the name of your organization, which will bring up your organization’s profile. Click on the “Open Draft” button to view the profile.



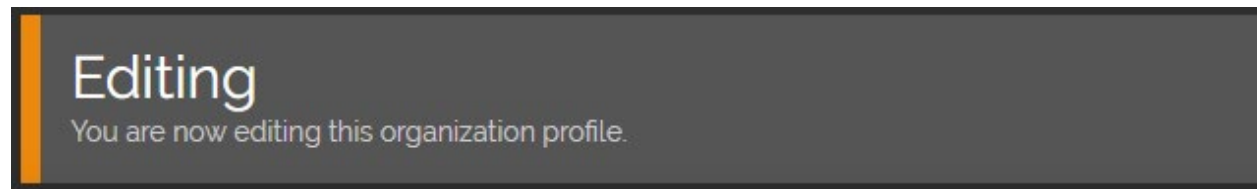
On the main part of the screen, the Profile is organized by tabs. The tabs appear in the following order:



#### 3.7.3 Editing the profile

As described in 3.7.2, an organization’s profile is accessed through My Dashboard, and then clicking on the organization’s name. To edit the profile, click on “Open Draft.”

When editing the profile, the area outside the profile is dark, and the data fields are editable. You will know that you are editing because you’ll see the “Editing” bar near the top of the screen:



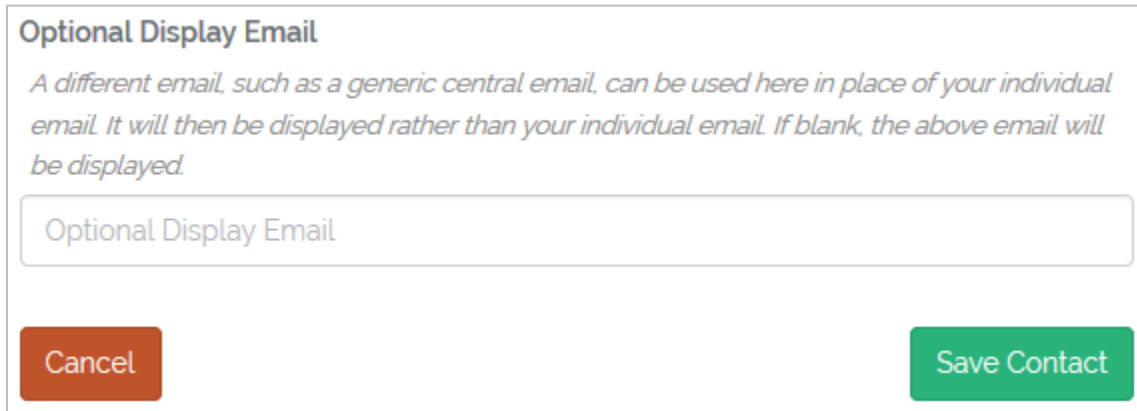
#### 3.7.4 Data entry order

The data need not be entered in the same order in which the tabs appear. The user may choose to enter information by following the order in which the tabs appear, or the user may enter information in any order they choose.

### 3.7.5 Entering Contacts

On the Contacts tab is a list of types of contacts for the organization. To enter a type of contact, click on the “Add” button on the right side of the screen. You will be prompted to enter an e-mail address for the contact. Click on “Next.” If the contact is new to the FDP Expanded Clearinghouse, you will need to enter their first name, last name, and title. If the contact has previously been added to the FDP Expanded Clearinghouse, their first name, last name, and title will automatically appear.

For each Contact, an Optional Display Email may be entered:



The screenshot shows a form titled "Optional Display Email". Below the title is a paragraph of instructional text: "A different email, such as a generic central email, can be used here in place of your individual email. It will then be displayed rather than your individual email. If blank, the above email will be displayed." Below this text is a text input field with the placeholder text "Optional Display Email". At the bottom of the form are two buttons: a red "Cancel" button on the left and a green "Save Contact" button on the right.

This option is available because many offices use generic central e-mail addresses to receive correspondence (e.g., preaward@university.edu). After entering First Name, Last Name, Title, and, if applicable, Optional Display Email, click on “Save Contact.”

Be aware that entering someone in the Contacts tab does not create an automatic “User” account for the contact. Users are entered separately, through the “Manage Users” button.

### 3.7.6 Updating Contact Information

To update a contact’s information select “Edit” to the right of the name of the person to be updated and click the “Edit Contact” button to unlock the fields for editing. Once finished updating, click on “Save Contact”.

To change a contact, click “Edit” to the right of the name of the contact that needs to be changed. Click “Change Contact” to edit the new person’s information. Do not click “Edit Contact” and input a different person’s information. This causes errors in the Profile.

### 3.7.7 Saving information

After an individual data field is completed, you can hit the Tab or Enter key on your keyboard to move to the next field. You will notice that a green “Saved” button appears, indicating that the information has been saved. Information is automatically saved as each field is completed.

When all data fields on a given tab are complete, you can click on “Next” at the bottom of the page to move to the next tab.

## 4. Completing a Profile

### 4.1 Entering information into the profile

After the profile has been created, the Profile Editor should navigate through each tab and enter the required information. Information is entered in one of several different ways:

- Typed in
- Selected from a dropdown list
- Copied and pasted, e.g., hyperlink
- Attached

#### 4.1.1 Single Audit data

In most cases, the information entered into the Profile will relate to the Participating Organization for which the profile has been created. Certain Participating Organizations may be included as part of another organization’s single audit, in which case the organization indicates on the General tab that a Primary Audit Entity exists. If a Primary Audit Entity exists for the Participating Organization, then the first two Single Audit questions should be answered as they relate to the Primary Audit Entity. The remaining questions should be answered as they relate to the Participating Organization.

#### 4.1.2 Formatting of information

In Edit Mode, help text is often included below the name of the data field. For example, for Congressional District, the help text indicates, “Sample format: WA-007. Can be found in SAM.”

In some cases, the data field itself shows the format in which to enter the information. For instance, for Congressional District, the data field indicates “\_\_-\_\_\_” to show that two letters and three numbers should be entered.

If a piece of information normally contains dashes (for example, EIN), the user does not need to enter the dash. The user only needs to type in the numbers, and the information will automatically conform to the prescribed format.

#### 4.1.3 Primary data elements

Several data elements are preceded by “Primary,” such as NAICS Code and PHS/OLAW Assurance Number. For data elements preceded by “Primary,” organizations should enter the information used most of the time. If an organization has more than one possible response, enter the information used most often in the “Primary” data field, and use the Comments box to add other important information:

**Comments for this Tab**

---

Include any explanatory comments relevant to this tab  
*These comments will be visible on the published profile*

If the Comments box is used to enter additional information, be sure to include a reference to the data element above. For instance, if an organization were to enter other NAICS codes, the Comments box should read, “Other NAICS Codes include: 541711, 541712.”

#### 4.1.4 Approval and expiration dates

Any approval or expiration dates will be checked by the system to ensure that they are appropriate. Approval dates should be in the past; if a future approval date is entered, a warning message will appear:

Warning: Date should be in the past!

Expiration dates should be in the future; if an expiration date in the past is entered, a warning message will appear:

Warning: Date should be in the future!

As an expiration date approaches, the system will send an e-mail to the organization’s primary contact and Authorized Profile Certifier. The e-mails notify the organization of an expiration date that is 60 or 30 days in the future. The e-mails are meant to prompt the organization to update the date in the FDP Expanded Clearinghouse.

When an expiration date has passed, if the organization has not yet updated the date in the system, “EXPIRED” will display next to the expired date and the system will send an e-mail to the organization’s primary contact and Authorized Profile Certifier one day after the date expires and every 30 days after until the date is updated in the Profile. “EXPIRED” will be removed after the organization has updated the date, and the revised Profile has been published by the Admin User.

#### 4.1.5 Data validation

Where possible, individual data fields indicate the format in which information should be entered. If information does not conform to the format, or if information is missing, the user will not be able to submit the profile to the Authorized Profile Certifier. All fields must either have information entered/selected or have Not Applicable selected as a response.

Any errors will appear on the Authorization tab:

### Profile Validation

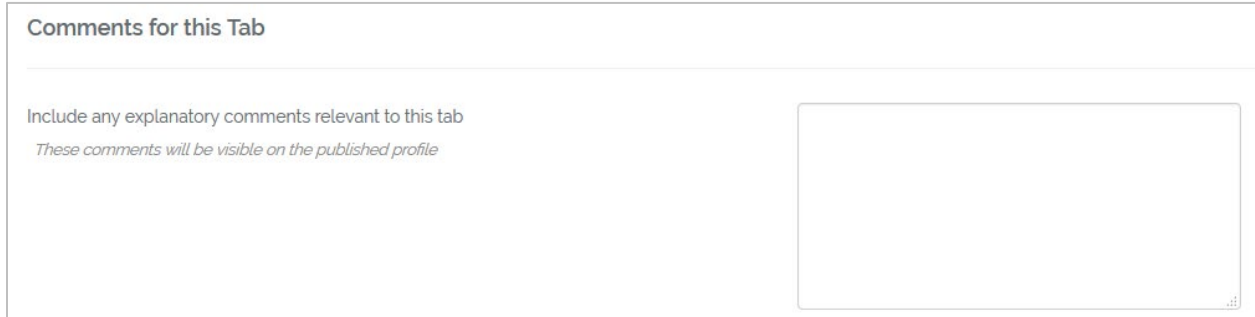
The profile must be completed before being submitted for certification.

Please review the below fields and provide values before submitting the profile for certification.

If any responses are changed, the “Revalidate” button is available on the Authorizations tab.

## 4.2 Use of "Comments"

On the General Information, Registrations & IDs, Certifications, Audits, and Assurances tabs, an optional "Comments" box appears where a Profile Editor can type in relevant information about any data element on that field.

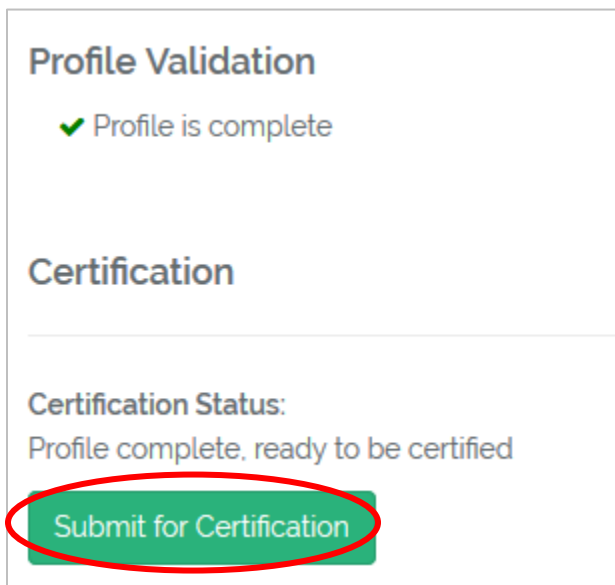


If any information provided by the organization warrants further explanation, the Comments box is where this explanation should be entered. Examples of comments have included topics such as: the annual audit is running late and will be updated as soon as possible; the organization has multiple NAICS or FWA codes; or the findings in the audit pertain only to the financial aid area. These comments will be visible to anyone viewing the Profile.

## 5. Submitting/certifying a Profile

### 5.1 Submitting a Profile

After the Profile is complete, the user will go to the Authorizations tab. On the Authorizations tab, after ensuring that any errors have been addressed (see 4.1.4 Data Validation), the user will click the button "Submit for Certification."



Clicking on this button will send an e-mail to the Authorized Profile Certifier that the profile is ready to be reviewed. The profile status at this point is CERTIFYING.

## 5.2 Certifying a Profile

The Authorized Profile Certifier should log into the system. If the Certifier hasn't already done so, they will need to activate their account by going into the system and resetting their password. The Certifier should navigate through the tabs and ensure that all of the information is accurate.

If all is acceptable, the Certifier should go to the Authorization tab. A copy of the Profile Participation Agreement will appear, and at the bottom, the Certifier indicates agreement with the expectations outlined.

By submission of a profile in the web based Expanded Clearinghouse, the Participating Organization agrees to fulfill the expectations outlined above. (After clicking below, you may review the terms of this agreement at any time by visiting the "Help" page.)

Accept and Continue

The Certifier should click on "Accept and Continue." Once the "Accept and Continue" button has been pushed, a new screen will appear. On the left side of the screen will be the button to Submit the profile to the FDP.

If any information in the profile needs to be changed, the Certifier can reject the profile and enter comments regarding changes needed. See 5.4 Rejecting a Profile.

## Approve and Publish

If satisfied with the profile as it has been entered, you may submit the profile to FDP for final publication.

Submit to FDP

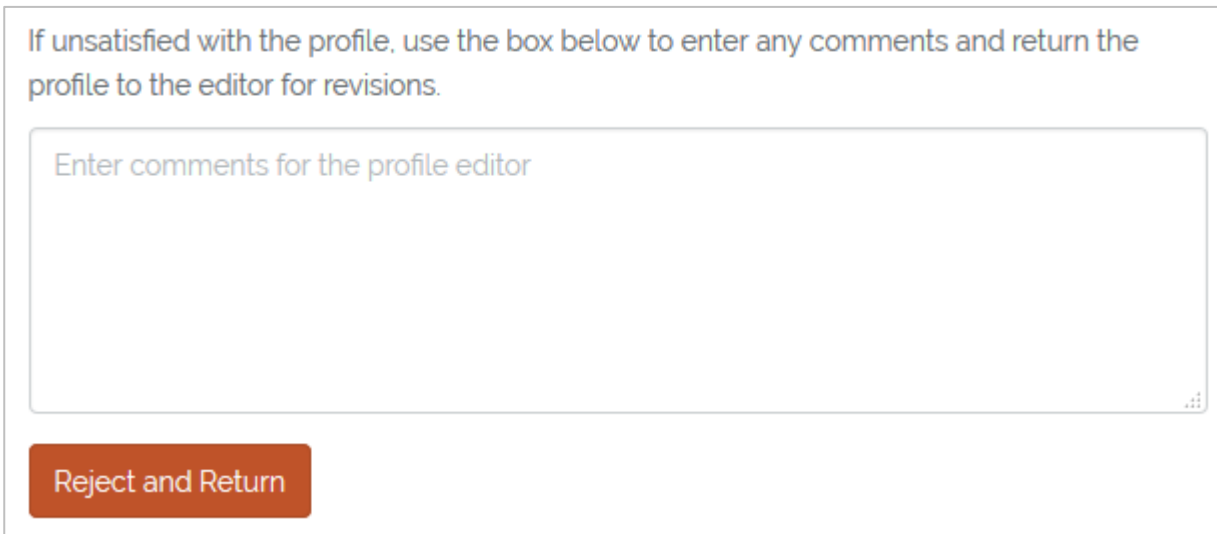
Clicking on "Submit to FDP" will send a message to the FDP Administrators that the profile is ready for their review. The profile status at this point is SUBMITTED.

## 5.3 Publishing a Profile

The FDP Administrators will go into the certified profile and validate the data (e.g., ensure that hyperlinks and attachments are working properly; also see section 2.1). Once they have confirmed that everything is working as it should, they will publish the profile, which will change its status in the FDP Expanded Clearinghouse to PUBLISHED. At that point, the Certifier and Editors will receive an automated email confirmation, and the profile will be publicly available on [fdpclearinghouse.org/](http://fdpclearinghouse.org/) under the "Participating Organizations" section.

## 5.4 Rejecting a Profile

If the Certifier discovers that any data should be revised, the Certifier has the option to reject the profile. The Certifier can click on “Accept and Continue.” Doing so brings up a new screen. The option on the bottom right indicates:



If unsatisfied with the profile, use the box below to enter any comments and return the profile to the editor for revisions.

Enter comments for the profile editor

Reject and Return

If the Certifier rejects the profile by clicking on “Reject and Return”, it will be put back into DRAFT status, and an e-mail notification will be sent to the Profile Editor.

## 5.5 Retracting a Profile

If the Profile has been submitted to the Certifier, but not yet certified, the Profile Editor can retract the Profile for further editing. They do this by navigating to the Authorization tab and selecting “Retract for editing”. When they do this, an email notification will be sent to the Authorized Profile Certifier. The Profile Editor can then make any necessary updates or changes and resubmit the Profile to the Authorized Profile Certifier.

If the Profile has already been submitted to FDP, only the Authorized Profile Certifier can “Retract for editing”. Once they do this, then the Profile Editor can “Retract for editing” to allow them to edit further and then move back through submit and certify process. This “Retract for editing” process essentially works backwards of the normal workflow process to submit, certify and approve. This also includes the Authorized Profile Certifier having to agree to the Terms again to move back through the process.

## 6. Updating information in the FDP Expanded Clearinghouse

After the Profile has been published, periodic updates will be needed to ensure that information is current. An Organizational Owner or Profile Editor should go into the system to revise the relevant information. To do so, the user should login to the system and go to My Dashboard. Click on the link to the existing published profile under My Organizations. When the Profile is open, there is a button to open a new draft profile on the top right side of the screen:



Clicking on Open Draft will open the draft profile. (Note that the existing published profile remains visible until the updated draft version is published.) The user should navigate to the appropriate tab(s) and enter the updated information.

After updating the information, the user will submit the profile to the Authorized Profile Certifier (see 5.1 Submitting a Profile). The Authorized Profile Certifier will receive an email that the profile is ready to be reviewed. The Certifier will need to login to the FDP Expanded Clearinghouse and review the updated profile.

After the review, the Certifier should navigate to the Authorization tab. The Certifier has the option to click on Revalidate to verify that all fields are complete. If the validation indicates that the “Profile is complete,” then the Certifier clicks on Accept and Continue:



## Authorization

Profile Validation

✓ Profile is complete

Certification

Certification Status: Awaiting Certifier Review

Submitted For Review By: Admin User  
Submitted On: May 10th, 2019

**PROFILE PARTICIPATION AGREEMENT – 5/1/2019**

This Participation Agreement describes the functions of the Federal Demonstration Partnership (FDP) web based Expanded Clearinghouse, the role of its Steering Committee, and the expectations of the Participating Organizations. A Participating Organization is an organization approved by the Steering Committee to participate in the FDP Expanded Clearinghouse. They will create and manage their own Organization Profile.

Participating Organizations agree to adhere to the terms of this agreement in order to participate in the FDP Expanded Clearinghouse.

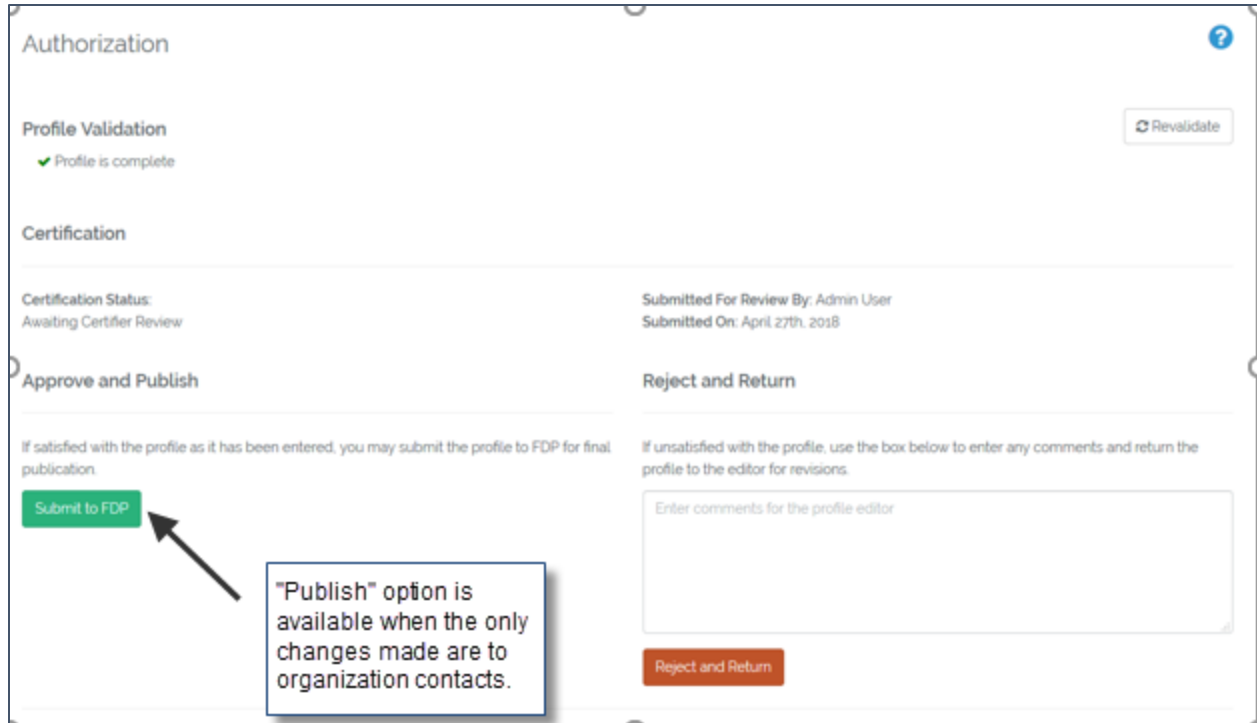
**Functions of the FDP Expanded Clearinghouse**

The FDP Expanded Clearinghouse will:

By submission of a profile in the web based Expanded Clearinghouse, the Participating Organization agrees to fulfill the expectations outlined above. (After clicking below, you may review the terms of this agreement at any time by visiting the "Help" page)

Accept and Continue

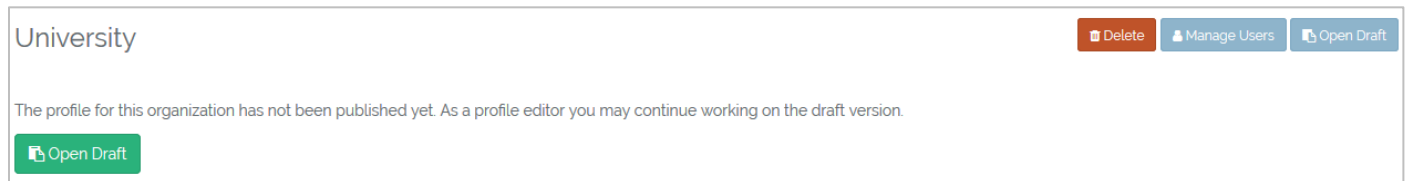
Clicking on Accept and Continue will bring up a new screen, where the Certifier will either “**Submit to FDP**” (for final review and publishing), “**Reject and Return**” (to send the profile back to the user for correction), or “**Publish**” (when profile update includes contact changes only):



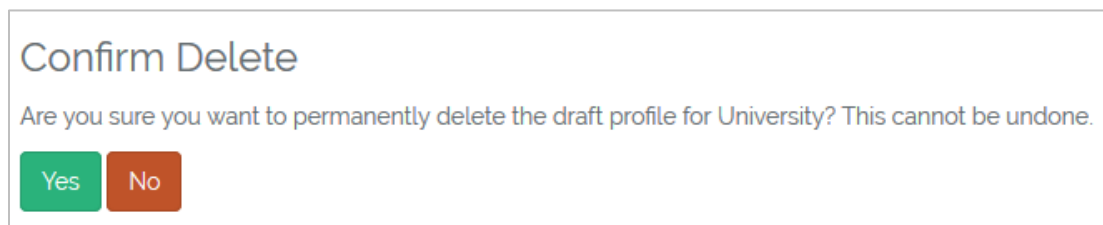
If “**Submit to FDP**” is selected, the FDP Administrator receives a message that an updated profile is ready for review. When the updated version is published by the FDP Administrator, it will replace the previously published version.

## 7. Deleting a Profile

The user may delete profiles that have not been submitted for review. To delete a profile, go to My Dashboard and click on the profile to be deleted. A new screen will appear that includes a “Delete” button in the top right corner:



Clicking on the “Delete” button will bring up a new screen:



Clicking on Yes will permanently delete the profile, and it will not be retrievable.

If, for some reason, you wish to delete a profile that was previously submitted for review, please contact [fdpechelp@gmail.com](mailto:fdpechelp@gmail.com).

## 8. Where to go for help

For assistance, email [fdpechelp@gmail.com](mailto:fdpechelp@gmail.com).

Helpful tip: If you are having trouble or getting errors, hit Ctrl +F5 to refresh your browser. That may resolve some issues. If that does not work, send a message to [fdpechelp@gmail.com](mailto:fdpechelp@gmail.com).

## 9. Accessing information in the FDP Expanded Clearinghouse

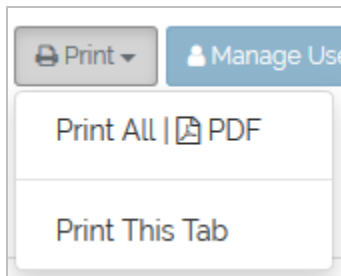
Any member of the general public can view information in the FDP Expanded Clearinghouse.

### 9.1 Searching for information

Go to [fdpclearinghouse.org](http://fdpclearinghouse.org) and click on “Participating Organizations” in the menu bar. An individual can search by the organization name or the DUNS number. Partial names may be used, e.g., Duke in lieu of Duke University. When the desired profile appears, click on the name of the organization to access their profile. Users may also sort by Organization (Common) Name, Primary DUNS, Primary Contact, or date Last Published.

### 9.2 Printing information

When viewing the profile, a “Print” button appears near the top right corner of the screen. Clicking on the button will allow the user to print information either from the tab being viewed or a copy of the profile in full:



## Appendix A

### Type of Organization Users and Associated Permissions

#### Organizational Owner (Organization “super user”)

- Profile Point of Contact will be the primary organization user responsible for creating organization Profile.
- Primary organization user responsible for creating user accounts (User Manager, Profile Editor, Authorized Profile Certifier) and granting appropriate permissions.
- Can edit Profile.
- Cannot certify the Profile, unless also granting the Authorized Profile Certifier role to them self.

#### User Manager

- User role created/granted by Organizational Owner.
- Creates new users for the organization.
- Cannot edit profile.
- Cannot certify profile.

#### Profile Editor

- User role created/granted by Organization Owner or User Manager.
- Can edit Profile.
- Cannot create new users.
- Cannot certify Profile.

#### Authorized Profile Certifier

- User role created/granted by Organization Owner or User Manager.
- Can certify and submit the Profile to FDP.
- Cannot edit Profile.
- Cannot create new users.

### Permissions authorized for each type of user

**Organization Owner:** Creates profile; creates user accounts and grants permissions; can edit profile; can submit to Authorized Profile Certifier.

**User Manager:** Add/remove/edit organization users.

**Profile Editor:** Edit organization profile; can submit to Authorized Profile Certifier.

**Authorized Profile Certifier:** Certifies organization profile to FDP.

## Appendix B

### Type of Contact and Definitions

**Primary Contact:** Individual who is the point of contact for the organization related to the organization's profile in the FDP Expanded Clearinghouse.

**Authorized Profile Certifier:** Individual that is authorized to certify the accuracy and completeness of the Organization Profile information for the Organization and who will be organizationally responsible for any inaccurate data as well as ensuring that the terms in the Profile Participation Agreement are adhered to.

**Primary Authorized Signing Official:** Individual designated by the organization as their primary signing official for proposals and awards, thereby binding the organization. Often this role is held by the head of the sponsored projects office.

**SAM Point of Contact:** SAM Government Business POC

**Financial Officer:** Individual at the organization who is the primary point of contact for financial matters related to sponsored programs.

**F&A Cost Rate Negotiation:** Individual at the organization who is the primary point of contact for responding to questions regarding the facilities & administrative rate agreement.

**Audit Contact:** Individual at the organization who is the primary point of contact for responding to questions regarding organizational audits.

**FFATA Contact:** Individual at the organization who is the primary point of contact for responding to questions regarding FFATA reporting.