PEER Contract Request Guide for GME Visiting Resident/Away Rotation Agreements

PEER stands for Paperless Environment for Electronic Review, and is the online portal for the Office of Contracts Management (OCM).

PEER intakes contracts of all kinds (research, services, etc). This document will guide you through the specifics of submitting to OCM the information required to initiate a GME Residency Agreement.

This guide and the PEER system is intended to handle the request phase only. Once your request is accepted by OCM, the contract must still be drafted, negotiated, and then signed by all parties.

To begin, visit the OCM website at http://www.mc.vanderbilt.edu/ocm and look for the PEER link in the bottom middle section, under “Web Tools.”

Logging In

Once you have found the PEER login page, use your VUnet ID and e-password.
If this is your first time using PEER, you will be asked to create an account before going any further. The employee ID field is **not required**.
After creating your account, you’ll be asked to log in again. This time you will be taken to the main menu. Click on “View All My Requests” under the Contracts (Medical Center) menu to get started.

This screen will show all of your contract requests to OCM. Since this is your first request, the table may be empty. Click on the “New Request” button to create your new draft contract request.
After clicking "New Submission", a confirmation will pop up, just click “Proceed” to create the draft submission, or “cancel” to cancel. You will be taken directly into your new contract request.
Upon entering the contract request, the Contract Request Setup Wizard opens automatically. This is a new feature as of the VU/VUMC split designed to guide the user to the correct type of contract request. Just answer each question until you reach the end of the wizard, at which point it should determine that you need a "Standard Contract Request".

The wizard answers will be as follows:
New or Renewal: New
Involves Research: No
Is VUMC getting or paying money: No money is changing hands
[Note, if there is a related financial arrangement such as with another large hospital, discuss with OCM prior to submission]

In this case, PEER has correctly determined we need a standard request. Click the Yes button and PEER will prepare the request form with all the correct questions.
Click Get Started to close the wizard and begin keying the rest of the data. If you open the wizard again, you will have to go back through all the questions.

**Step 1: General info**

Now we’re ready to fill out the submission form. Please note several important areas of the form:

1. The status bar, which currently shows “Draft”
2. The “Save & Continue” and “Clear Changes” buttons
3. The navigation menu on the left side

You may use the navigation menu to move freely through all 8 steps of the form at any time.
Before you submit the form in the end, PEER will check for incomplete information. So if you don’t know the answer to a question on Step 1, move on to Step 2 and you can come back to Step 1 later. After filling out information, click “Save & Continue” to move to the next step.

**Instructions for filling out Step 1:**

**Does this contract include outgoing federal dollars?** Always answer "no"

**Does this project involve GME?** Always answer "Yes" here. REMINDER: Be sure to upload the GME Checklist later on Step 6: Attachments. Visit the GME website or the last page of this guide for a copy of the checklist.

**Enter the GME Rotation ID** Enter the away rotation ID you received from the GME system here, or type "visiting" if the resident is coming to VUMC from somewhere else.

**Requesting Division** Select “Hospital,” since visiting residents are technically employees of the hospital and clinical fellows are usually paid by the department.

**Does project include research?** For GME agreements, this will always be “no” even if the resident will be involved in research. Any such research would be covered in a separate agreement.

**Project Title** please provide a descriptive title, such as “Visiting Residency Agreement – Name of Resident – Name of School Resident is coming from.” Or, in the case of away rotation, "Away Rotation Agreement – Name of Resident – Name of School Resident is going to."

**Principal Investigator or Project Responsible Person** This should be the GME program director in your department.

**Department Chair/Division Chief** The department chair or their designated approver for your area. If it is the same as the Project Responsible Person, just put them in this slot too. (they will appear twice but will only have to approve once)

**Department Contact** This field is optional. If you leave it blank, the contact will default to you as the submitter of this request. For GME Residency agreements, this should be your GME program coordinator or person assigned to manage the paperwork for visiting residents.

**Unit/Department** This should be your Department.

**Are there any other Departments involved in this project?** Always answer "No" here.
Is this project related to an existing agreement? Normally this should be “no.” However, if you are submitting an amendment or extension to an existing residency agreement, mark this “yes.” A text box will then appear, which you should enter into the contract number of the existing agreement, if you have it (usually will be something like “VUMC3XXXXX”).

If this is a subcontract, enter the parent agreement's PEER number: Skip this, not applicable.

FedEx Overnight the original signed contracts? If you need the originals sent FedEx, please provide your FedEx account number.

**Step 2: Funding**

**Step 2: Financial Information:** There’s no funding in a residency agreement, but you need to provide a couple of dates.

If there will be a financial arrangement (e.g. in a large affiliation agreement with an institution like St Thomas or the VA), please discuss carefully with GME and OCM. The following instructions are not applicable to such contracts.

**Instructions for filling out Step 2**

**Budget Period Start Date**

for Visiting Residents: this should be the date the visiting resident is scheduled to start at
for Away Rotations: this should be the date the Vanderbilt resident is scheduled to start at the other institution

**IMPORTANT:** If the start date is less than 90 days from the day you submit your contract to OCM (120 days for international rotations), OCM will not process the agreement. OCM needs sufficient time to craft, negotiate and secure signatures on the agreement. If you are inside this 90-day window (or 120 days for international rotations), please contact the GME office for further guidance. Please be sure to create your submissions as soon as possible to avoid this.

**Budget Period end Date** the end date for the resident’s visit at Vanderbilt/Other Institution

**Direct Cost** enter “0”

**Indirect Cost Rate** enter “0”

**Indirect Cost** Will calculate to zero automatically

**Total Cost** Will calculate to zero automatically

**Cost Center Number** This is optional and should be left blank

**Fair Market Value Certification** This is required by legal. Even though there is no funding involved, you must answer “yes.”

**Upload Fair Market Value Justification Document** Required by legal. Create a blank Word document and type "It is standard and accepted practice that there is no exchange of funds for this kind of agreement." Then save and upload the document into PEER in this spot. Legal requires verification that we are not giving away for free something we would normally charge for. This will be uploaded later in Step 6: Attachments
Step 3: Sponsor/Other Party Contact Info: On this step, you will tell us about the other school that is sending/receiving a resident. OCM requires this information to know whom to contact so we can negotiate the agreement with them.

Instructions for Step 3

Sponsor/Other Party Grant Number  This field is optional and will normally be blank for visiting resident agreements.

Contract External Party/Counterparty – This is the name of the other institution we are negotiating/signing the agreement with

Please fill this field out under one of the following two scenarios:

Option 1: Visiting Resident [Resident will be coming to VUMC from another school]
This should be the name of the school from where the resident is coming. Click on the FIND button and begin typing and PEER will try to match to existing entries. If the name is not in the list you will have an option to create a new entry.

Option 2: Away Rotation [Resident will be going from VUMC to another school]
This should be the name of the school where our resident is going. Click on the FIND button and begin typing and PEER will try to match to existing entries. If the name is not in the list, you will have an option to create a new entry.

Contact Person  This should be one of the following:
1) For Visiting Resident Agreements: Enter the administrative contact person of the school/organization from which the resident is coming.
-
or-
2) Away Rotation Agreement: Enter the administrative contact person of the school/organization where our resident is going.

A Vanderbilt person should NOT be entered here. Contact Person should always be a non-VUMC person.

**Contact Person’s Address** This field is optional. Please enter the contact address of the contact person, if you have it.

**Contact Person’s Email Address** This is required

**Contact Person’s Phone** This is required. Please follow the format indicated on the screen.

**Step 4: Questionnaire**

**Step 4: Questionnaire:** Answer a series of questions about the contract. This step is designed primarily for research agreements, so most of the questions will not apply for residency agreements and will be answered “no.”
Instructions for Step 4

If this is a research project, are VA facilities to be used answer “no”

Do you have a draft agreement If the other school has sent a draft contract, answer “yes”, otherwise “no”

Are Human Subjects to be used at Vanderbilt answer “no”

Are Vertebrate Animals to be used at Vanderbilt answer “no”

Will this project receive additional support from any other source since there is no money changing hands for a residency/away-rotation agreement, this should be answered “no.” OCM is generally not concerned with internal funding arrangements between departments, etc.

Is the PI/Responsible Person doing any related work for another party answer “no”

Did the PI/Responsible Person have any role in developing the scope of work answer “no”

Does the PI/Responsible Person anticipate any independent discoveries answer “no”

Does any participant have a conflict situation covered by the Vanderbilt Conflicts Policy answer “no”

Is the PI/Responsible Person or any other VU employee or student on this project debarred, suspended or otherwise excluded from Federal assistance answer “no”
Step 5: Subcontracts

Instructions for Step 5

Will there be any outgoing subcontracts off this contract? This should always be answered “no” for residency/away-rotation agreements. If you have a question about whether a subcontract will be needed, please contact OCM for additional guidance.

Now click Save & Continue to move forward to Step 6.
Step 6: Attachments: Here, you will attach any documents (Word, PDF, etc.) that OCM may need to review to begin contract negotiations. An example would be if the other school supplied a draft contract.

Instructions for Step 6

IMPORTANT: Please be sure to upload a completed copy of the GME Checklist. Download a copy of the checklist at this link http://www.mc.vanderbilt.edu/documents/gme/files/Peer%20Internal%20GME%20Contract%20Checklist.docx or visit the GME website for more information. Also, it is important to upload the Program Letter of Agreement (PLA) which should be signed by all parties (or unsigned if you wish for Contracts Management to obtain the signatures with the contract/agreement signatures). Contracts Management will not negotiate the terms of the PLA since this is an educational document so any questions or issues regarding the PLA will be referred back to the program. Please reference the Program Coordinator Manual for a PLA template and instructions.

Are you sending documents via the courier service? If you have any documents, such as a contract with the other party that already has an original ink signature, you may send it to us via the courier service. Details about the courier service can be found by following the link in the yellow instructions box. If you indicate “yes” here, a warning will pop up to notify you that OCM will not review your submission until we receive the documents. Please use the “Cover Sheet” link to print a PDF cover page that should accompany the courier documents so that we know they belong with this PEER contract submission.

Upload a File. To add a file to PEER, click the “Upload a File” button. You will be prompted with a box (below), click “browse” and select the file from your computer. Then click “Upload” to complete the process. The box remains in case there is more than one file
you’d like to add. When finished, hit the “X” icon in the upper right hand corner of the box.

Once you have uploaded all files, click “Save & Continue” to proceed to Step 7.

**Step 7: Review & Submit**

![Image of Contract Request Form]

**Step 7: Review & Submit:** It is time to review your submission and then submit for approvals.

**Instructions for Step 7**

The persons you entered on Step 1 as the “PI/Responsible” Person and “Department Chair/Approver” must log into PEER and approve this submission before OCM will process it. PEER will email both persons to request they approve, but before that we must validate the form information you have entered. Trish Craft will also approve for GME, she is added automatically once you answer Yes to the GME question on Step 1.

Press the “Validate” button as shown below. PEER will begin checking your information for errors.
If you have any errors, PEER will display them on the screen. Use the navigation menu on the left to go back to each step where an error is reported and fix the error.

In the above example, we would use the navigation menu on the left to go back to Step 4 and fix the error. Once you get to Step 4, the error will be highlighted for you as shown below.
Once you fix the error, don’t forget to “Save & Continue” and then navigate back to Step 8. Once all errors are fixed, the submission will pass validation and you will see a “Submit” button on Step 8 as shown below.

Now click “Submit.” The status will change from “draft” to “pending approvals.” The “PI” and “Chair” persons will each get emails requesting they log in and approve this contract request. This does not replace signatures on the final contract, but rather these approvals let OCM know that the folks in charge are OK with this contract proceeding. Contract signatories are often the same as the submission approvers, but don’t have to be.

Now that you’ve submitted, go back to “View All Requests.” If you click on “Contracts” in the black menubar, you’ll see a link for “View All Requests” in the drop down list.

Notice that your request now shows “pending” status. You can check back here to check the status of your request. Also, once all three approvals have been received, you will get an email, copied to the contact person you indicated in Step 1, notifying you that all approvals have been received and that the request has changed from “pending” status to “submitted” status.

NOTE: for Department of Medicine Divisions: If you submit under a department that is part of DOM, in addition to “PI” and “Chair” approvals, the DOM business officer will also be required to approve on behalf of the DOM chair. This is done automatically and you do not have to take any extra steps.

If you check back on your request, instead of going to Step 1, now that it is no longer in “draft” status, you are taken directly to Step 7:Review. Notice the status bar now indicates “pending” status.

Also notice the “withdraw” button. Once the request is out of “draft” status, you cannot make changes to it. If you find a mistake or there is another change, click “withdraw” to
return the submission to “draft”. You may then make changes and re-validate and re-submit. Withdrawing will clear out any approvals you have already received and those persons will have to re-approve.

Also note the “resend email” button. If an approver does not receive the automated email, or it is misplaced, you can click here to send it again. If your approval takes more than a couple of days, you may want to contact that person and possibly re-send.

At this point we’ll assume all approvals have been received. If OCM were waiting on documents from the courier service, the submission would remain “pending”. For this guide we will assume that you indicated no courier documents. Once the approvals are received, the submission automatically changes into “submitted” status. At this point, OCM will review your submission. If your submission looks normal, acceptance is typically granted within a day or two. OCM may contact you and/or the person you listed as Department Contact if there are questions about the submission. If there are major deficiencies with the submission, OCM may “reject” it, which returns the submission to a “draft-like” status where you can make changes and re-submit. Notice that even during “submitted” status you may withdraw if needed.
If OCM approves of your contract request, it will be marked accordingly and the status will change to “accepted.” You will receive email notice of this. What this means is that the materials you submitted to OCM are sufficient for us to set up a new contract file and assign a Contract Analyst to begin working on the contract (drafting, negotiating, etc.).

The final step in the PEER submission process is for your submission to be assigned to a Contract Analyst. You will receive an email from OCM notifying you of the contract number assigned to this submission, as well as the Contract Analyst assigned and his/her email and phone number.

In PEER, the status will then change to “assigned”, and PEER’s role in the process ends. From this point on, OCM will maintain information in our internal database. Your department will be informed during the review/negotiation process and OCM will send a PDF of the final, fully executed (signed by all parties) contract at the end of the process.

For questions, please visit the OCM website at http://www.mc.vanderbilt.edu/ocm or call us at 322-2281.