



Memorandum

To: Cynthia Hope, Associate Vice President for Research Administration, Georgia Institute of Technology
Roberta Burke, Director, Government and Not-for-Profit Contracting for GTRI

From: Troy Littles, Chief Operating Officer, GTRI

Cc:

Date: December 1, 2022

Subject: Annual Attestation of GTRI Liability on Firm Fixed Price Contracts

Georgia Tech Research Institute (GTRI) attests to OSP that GTRI will be solely responsible for and cover all costs associated with firm-fixed-price (FFP) contracts in excess of the contract price, executed during the calendar year ending 12/31/2023. In this regard, GTRI acknowledges and agrees that the Georgia Tech Applied Research Corporation and OSP have no financial obligations associated with an FFP contract cost overrun.

Sponsored Project Support monitors FFP contracts as a part of the SPS Lab Review with GTRI Lab Directors ensuring FFP contracts are monitored and evaluated quarterly.

This overarching memorandum replaces the individual FFP memo that has accompanied each proposal submittal to OSP and will be updated annually. However, for each proposal, GTRI and OSP will continue to jointly assess whether an FFP contract type is appropriate for the effort. The GTRI Laboratory Director or Deputy Director approval of an FFP proposal is contained in e-routing.

Sincerely,

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