

SAMPLE PUSH-BACK LANGUAGE

I am writing to let you know that the [YOUR OWN INSTITUTION'S NAME] is a pilot participant in the FDP Expanded Clearinghouse. It is my understanding that your organization is also a pilot participant. As a part of the pilot, both our organizations have agreed that effective March 24, 2016, we will not send or require completion of a subrecipient commitment forms, but will instead use our profile that is posted on-line at the FDP Expanded Clearinghouse site (http://sites.nationalacademies.org/PGA/fdp/PGA_171219)

Please use my profile to obtain the information you need. If you have transaction-specific requirements, I will be happy to provide those but I will need you to tell me precisely what you need via an email or a transaction-specific request form (one that does not also include data elements found in our profile.)