**SUBAWARD COMMITMENT FORM**

All sub-recipients for proposals submitted by UPRRP must complete this form. It provides a checklist of documents and certifications that should be provided by the sub-recipient, as well as an approvals section that must be signed by the authorized institutional representative.

**Proposal Title:**

UPRRP Proposal Information

**Principal Investigator:** ***Name:***

 ***Department:***

 ***Phone:***

 ***E-mail:***

Sub-Recipient Information

**Legal Name:**

**Address:**

**City:**      **State:**      **Zip:**     -      **Country:**

**DUNS Number:**      **Employer Identification Number (EIN):**      **Congressional District:**

**Is sub-recipient currently registered at System of Award Management (SAM)?** [ ]  Yes [ ]  No

**Is the place of performance the same of the Institution?** [ ]  Yes [ ]  No *(Please indicate location)*

**City:**      **State:**      **Zip:**      **Country:**

**Is sub-recipient owned or controlled by a parent entity?** [ ]  Yes [ ]  No

 ***Parent Entity Name:***

 ***DUNS:***      ***Congressional District:***

 ***City:***      ***State:***      ***Country:***

**Sponsored Program Contact:** ***Name:***

 ***Phone:***      ***Ext.:***

 ***Fax:***

 ***Email:***

**Principal Investigator:** ***Name:***

 ***Department:***

 ***Phone:***      ***Ext.:***

 ***Fax:***

 ***E-mail:***

**Total Funds Requested:** $

**Performance Period:** ***Start Date:***      ***End Date:***

The following documents are included in our Subaward Proposal Submission and covered by the certifications below:

[ ]  Statement of Work (Required)

Section A – Proposal Documents

[ ]  Budget & Budget Justification (Required)

[ ]  Project Description Form (Required)

[ ]  Subaward Commitment Form (this form) Completed and signed (Required)

[ ]  Copy or Link of F&A Agreement (Required)

[ ]  Link to A-133 Audit Report (Required)

**1. Facilities and administrative (F&A) rates** included in this proposal have been calculated based on:

Section B – Special Review & Certifications

[ ]  Our federally negotiated F&A rates for this type of work, or a reduced F&A rate that we hereby agree to accept. (If checked, a copy of your F&A rate agreement must be provided.)

[ ]  Other rates. (Please specify the basis on which the rate has been calculated in the Comments section below or attach on a separate sheet.

[ ]  Not applicable; no indirect costs are requested by sub-recipient.

**2. Cost Sharing** is [ ]  *include /* *[ ]  not included*  in this proposal

Explanation of sources should be included in the sub-recipient's budget. An annual verification of cost-share commitment will be required

**3. Human Subjects** are [ ]  *include / [ ]  not included* in this proposal

If included, evidence of IRB approval must be provided before any subaward can be issued

IRB Registration number:       FWA number:

[ ]  Evidence IRB approval is submitted with this form.

[ ]  Evidence IRB approval is PENDING and will be submitted to UPRRP R&D Center as soon as available.

**4. Animal Subjects** are [ ]  *include / [ ]  not included*  in this proposal.

If included, evidence of IACUC approval must be provided before any subaward can be issued.

[ ]  Fringe Benefits Rates included in this proposal have been calculated based on:

Rates consistent with or lower than our federally negotiated rates. (If this box is checked, a copy of your fringe benefits agreement must be furnished to UMBC before a subaward will be issued.)

[ ]  We do not have a federally negotiated fringe benefit rate. The fringe benefit expenses charged to the Subaward agreement will be the actual direct cots of the benefits.

**5. Debarment, Suspension, Proposed Debarment**

Is the PI or any other employee or student participating in this project debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities? **[ ]  Yes [ ]  No**

The Organization Certifies they: (answer all questions below)

[ ]  *are / [ ]  aren’t* presently debarred, suspended, proposed for debarment, or declared ineligible for award of Federal Contracts

[ ]  *are / [ ]  aren’t* presently indicted for, or otherwise criminally or civilly charged by a governmental entity

[ ]  *are / [ ]  aren’t* within three (3) years preceding this offer, been convicted of or had civil judgment rendered against them for commission of fraud or criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property

**6. Affirmative Action Compliance**

Indicate in accordance with the rules and regulations of the Secretary of Labor (that your organization has:

[ ]  A written affirmative action program has been developed and is on file

[ ]  A written affirmative action program has not been developed

[ ]  Have not previously had contracts subject to the written affirmative action programs

**7. Fiscal Responsibility**

The organization certifies that its financial system is in accordance with generally accepted accounting principles and:

[ ]  has the capability to identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received

[ ]  maintains internal controls to assure that it is managing Federal awards in compliance with applicable laws, regulations and the provision of contracts or grants

[ ]  complies with applicable laws and regulations

[ ]  can prepare appropriate financial statements, including the schedule of expenditures of Federal awards

[ ]  there are no outstanding audit findings which would impact contract costs. If there are findings, submit a copy of the most report that describes the finding and steps to be taken to correct the finding.

**8. Conflict of Interest**

[ ]  Subrecipient certifies that it has an active and enforced conflict of interest policy that is consistent with the provision of 42 CFR Part 50, Subpart F “Responsibility of Applicants for Promoting Objectivity in Research” and 45 CFR Part 94 “Responsible Prospective Contractors.” Subrecipient also certifies that, to the best of Subrecipient’s knowledge, (1) all financial disclosures will be made related to the activities that may be funded by or though a resulting agreement, and required by its conflict of interest policy, and (2) all identified conflicts of interest have or will have been satisfactorily managed, reduced or eliminated in accordance with Subrecipient’s conflict of interest policy prior to the expenditures of any funds under any resultant agreement and within a timely manner sufficient to enable timely FCOI reporting.

[ ]  Subrecipient does not have an active and/or enforced conflict of interest policy and agrees to adopt UPRRP’s policy.

By signing below, Subrecipient certifies that the required training will be completed by each investigator prior to engaging in any research related to any funded contract/grant. For those adopting UPRRP’s policy, the information is located online at <http://graduados.uprrp.edu/index.php?lang=es&option=com_content&view=article&id=216&Itemid=104>

**A-133 Audit Status**

Section C – Audits Status

Does the Subrecipient receive an annual audit in accordance with OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards? **[ ]  Yes** **[ ]  No**

**If Yes:** Has the audit been completed for the most recent fiscal year? **[ ]  Yes [ ]  No**

If not; When it is expected to be completed?

Were any audit findings reported related to subawards? **[ ]  Yes [ ]  No**

If Yes, explain in Section D, Comments, below.

***Note: A complete copy of Subrecipient’s most recent audit report, or the Internet URL link to a complete copy, must be furnished to UPRRP.***

If "No": Does the Subrecipient receive overall federal funding of at least $500,000 per year?

Is the Subrecipient a:

[ ]  Non-profit entity expending less than $500,000 per year in Federal or Sub-Federal funds annually

[ ]  For-profit entity that expends Federal or Sub-Federal funds and has a DCAA audited rates

[ ]  For-profit entity that does not expend Federal funds or have annual audits

[ ]  Foreign entity

If a for-profit entity, is the Subrecipient a:

[ ]  Small business

[ ]  Large business

**Note: If a subrecipient does not receive an A-133 audit, UPRRP will require the entity to complete an Audit Certification and Financial Status Questionnaire, before a subaward will be issued.**

Name and address of Audit Contact:

Approval for Subrecipient

Section D – Comments and Additional Information

The information, certifications, and representations above have been read, signed, and made by an authorized institutional representative of the Subrecipient named herein. The appropriate programmatic and administrative personnel involved in this application are aware of agency policies and guidelines concerning subawards and are prepared to establish the inter-institutional agreements required by those policies. Any work started and/ or expenses incurred prior to the execution of a Subaward Agreement are at the Subrecipients own risk.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signed by Authorized Subrecipient Institutional Representative

Name & Title:

Phone:       Ext.:       Email: