



### Subrecipient Information and Commitment Form

Please answer the following questions before completing the rest of the form. If you answer "Yes" to either of these questions, Cleveland State University cannot enter into a subaward with your organization. Please notify CSU's Principal Investigator immediately.

Yes  No Is your organization presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any Federal department or Agency?

Yes  No Is your organization delinquent on repayment of any Federal debt including direct and guaranteed loans and other debt as defined in OMB Circular A-129, Managing Federal Credit Programs?

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**CSU Information:**

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PI Name: \_\_\_\_\_ PI Department: \_\_\_\_\_

Prime Sponsor: \_\_\_\_\_ Solicitation Number: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

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**Subrecipient Institution Information:**

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Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip+4: \_\_\_\_\_ UEI: \_\_\_\_\_ EIN: \_\_\_\_\_

Congressional District: \_\_\_\_\_ Registered in SAM?  Yes  No

**Administrative Contact**

Administrative Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Performance Site Address**

Address same as above?  Yes  No If no, provide performance address below:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

UEI: \_\_\_\_\_ EIN: \_\_\_\_\_ Congressional District: \_\_\_\_\_

**Subrecipient PD/PI**

PD/PI Name: \_\_\_\_\_ PD/PI Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ eRA Commons name: \_\_\_\_\_

**Budget Request**

Total Requested: \_\_\_\_\_ Total Direct: \_\_\_\_\_ Total Indirect: \_\_\_\_\_

Is Cost Share/Matching/In-Kind Committed?  Yes  No If yes, amount committed: \_\_\_\_\_



**Facilities and Administrative (F&A) Rate Used**

- Our federally-negotiated F&A rate agreement is attached or can be found at (link):
Rate allowed by sponsor:
The 10% de minimus rate as allowed by the Uniform Guidance in 2 CFR 200.414 (subpart E – Cost Principles)
Other (please explain in attachment)

**Compliance Information**

- Human Subjects Yes No If yes, Institutional Assurance No. Approval Pending Yes No Approval Date, if approved
Vertebrate Animals Yes No If yes, Animal Welfare Assurance No. Approval Pending Yes No Approval Date, if approved

**Financial Conflict of Interest (FCOI) Compliance Statement**

- Subrecipient organization 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 Promoting Objectivity in Research"
Subrecipient does not have a compliant conflict of interest policy but will develop one prior to issuance of subaward
Subrecipient does not have a compliant conflict of interest policy and agrees to be bound by the conflict of interest policy of the issuing institution (available at: http://www.csuohio.edu/sprs/csu-conflict-interest-policy )
No applicable – funding not from PHS or other sponsor that requires compliance with 42 CFR Part 50, Subpart F.

**Responsible Conduct of Research (RCR)**

- Not applicable because proposal is not being funded by NSF, NIH or other sponsor that requires RCR or training in the ethical conduct or research
Subrecipient hereby certifies that it will ensure that all undergraduate, graduate students and postdoctoral researchers who will be supported by the NSF/NIH (or other, if appropriate) funded proposal will be trained on the responsible and ethical conduct of research.

**Additional Debarment and Suspension Information**

- Yes No Is the Principal Investigator (PI), or any other employee or student participating on this project is/are debarred, suspended, or otherwise excluded from or ineligible for participation in federal department, agency, assistance, programs, or activities. (If "yes" attach explanation)

**Audit Status/Fiscal Responsibility**

- Yes Does your organization receive an annual audit in accordance with OMB Circular A-133/Uniform Guidance (2 CFR §200.500)?
No We are not subject to the provisions of OMB Circular A-133/Uniform Guidance (2 CFR §200.500) because our organization:
is a non-profit that expended less than \$750,000 in U.S. federal funds during our previous fiscal year
is a foreign entity
is a for profit entity
is a U.S. government entity

The subrecipient organization certifies that its financial system complies with generally accepted accounting principles and certifies to the statements below:

- Yes No Organizations financial system has the capability to identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received
Yes No Organization maintains internal controls to assure that it is managing federal awards in compliance with applicable laws, regulations, and the provision of contracts, grants, and agreements
Yes No Organization and its financial system comply with applicable laws and regulations
Yes No Organization and its financial system can prepare appropriate financial statements, including the schedule of expenditures of federal awards
Yes No Organization has outstanding audit findings that would impact contract cost. (If "yes", submit a copy of the most recent report that describes the findings and the steps to be taken to correct the findings.)
Yes No Organization has completed an audit in compliance with CFR §200.501 (Subpart F – Audit Requirements) If yes latest audit was completed for period ending



**Checklist of Proposal Documents Required**

<input type="checkbox"/> Statement of Work	_____
<input type="checkbox"/> Budget and budget justification/narrative	_____
_____	_____

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**Subrecipient Approvals**

With signature that follows, the Authorized Official certifies the information on this form is true and correct. In addition, subrecipient certifies that it has the appropriate resources, expertise and experience to carry out the scope/statement of work for this project and can complete the scope/statement of work within the budgetary limits requested for this project. Further, the appropriate programmatic and administrative personnel involved in this application are aware of sponsoring agency policy in regard to subawards and are prepared to establish an inter-institutional agreement consistent with those policies. Any work begun and/or expense incurred prior to execution of a subaward agreement are at the subrecipient's own risk.

\_\_\_\_\_  
Printed/Typed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title of Authorized

\_\_\_\_\_  
Date Signed