



Subrecipient Information Form

Subrecipient Legal Name: _____

Subrecipient PI Name: _____

Email Address: _____ Phone Number: _____

Address/City/State/Zip: _____

Congressional District: _____ DUNS: _____ EIN: _____

SAM Registration Expiration Date: _____

Proposal Title: _____

Huston-Tillotson PI: _____

Period of Performance: _____ to _____

Section A: Proposal Documents

Statement of Work

Budget and Budget Justification

Letter of Support

F&A Agreement

Other: _____

Section B: Special Review and Certifications

1. Facilities and Administrative Rates included in this proposal have been calculated based on:

Our federally negotiated F&A rate or a reduced F&A rate that we hereby accept. (If checked, please provide a copy of rate agreement.)

Other rates (*specify*): _____

Not applicable (No F&A Request)

2. Small Business Classification: Subrecipient represents that it is a small business concern as defined in 13 CFR 124.002

Yes***

No

***If yes, Subrecipient represents that it is a

Small disadvantaged business as certified by the SBA

Women-owned small business concern

Veteran-owned small business concern

Service-disabled veteran-owned small business concern

HUBZone small business concern

3. Will there be cost sharing?

Yes Amount: \$ _____ No

4. Human Subjects?

Yes Approval Date: _____ IRB # _____
No

5. Animal Subjects?

Yes Approval Date: _____ IACUC # _____
No

6. 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",

All financial disclosures have been made related to the activities that may be funded by or through a resulting agreement and required by its conflict of interest policy,

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 expenditure of any funds under any resultant agreement

Subrecipient does not have an active conflict of interest policy and agrees to abide by Texas State's COI policy

7. Debarment and Suspension: Is the PI or any other employee or student participating in this project debarred, suspended or otherwise excluded from or ineligible in federal assistance programs or activities?

Yes: Explain in Section F No

Within 3 years preceding this offer, has the subrecipient been convicted of or had a civil judgement rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public contract of 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?

Yes No

Within 3 years preceding this offer, has one or more contracts terminated for default by any federal agency?

Yes No

8. 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 the internal controls to assure that it is managing Federal awards in compliance with applicable laws, regulations and the provision of contracts and 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 recent report that describes the finding and steps to be taken to correct the finding.

Section C: Audit Status

Please check the appropriate space below and return with any required documents

Subrecipient receives an annual audit in accordance with CFR 200.

Most recent fiscal year completed: _____

Website to most recently completed audit: _____

Were any audit findings reported?
If yes, please explain:

Yes

No

Subrecipient DOES NOT receive an annual audit in accordance with CFR 200

Subrecipient is a:

Non-profit entity (under federal funding threshold)

Foreign Entity

For profit Entity

Government Entity

If Subrecipient does not receive an A-133 audit, they may be required to complete a Financial Status Questionnaire, including an audit certification prior to the execution of the subaward.

Approved For Subrecipient

I certify that the above accurately represents the institution for which I am a representative. The appropriate programmatic and administrative personnel involved in this application are award of agency policy in regard to Subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies. Any work begun and/or under expense incurred prior to execution of a subaward agreement are at the Subrecipient's own risk.

Signature of Subrecipient's Authorized Official

Date

Printed Name of Authorized Official

Title of Authorized Official

Internal Only:

Kuali Prop Dev #: _____

PreAward Date Received: _____

Proposal Coordinator: _____

Contracts Date Received: _____

Notes: _____

Attachment 3B

Research Subaward Agreement Subrecipient Contacts

Subaward Number:

Subrecipient Information for [FFATA](#) reporting

Entity's DUNS Name:

EIN No.:

Institution Type:

DUNS:

Currently registered in SAM.gov: Yes No

Exempt from reporting executive compensation: Yes No *(if no, complete 3Bpg2)*

Parent DUNS:

This section for U.S. Entities: Zip Code [Look-up](#)

Congressional District: Zip Code+4:

Place of Performance Address

Subrecipient Contacts

Central Email:

Website:

Principal Investigator Name:

Email:

Telephone Number:

Administrative Contact Name:

Email:

Telephone Number:

Financial Contact Name:

Email:

Telephone Number:

Invoice Email:

Authorized Official Name:

Email:

Telephone Number:

Legal Address:

Administrative Address:

Payment Address: