

# SUBRECIPIENT COMMITMENT FORM INSTRUCTIONS

UNM HSC requires completion of the Subrecipient Commitment Form for all proposed subrecipients at the time of proposal submission to the prime sponsor.

Please download and complete this fillable PDF Form and attach all required documents directly to this PDF file. As you complete the form, note the following:



Do not complete this form on your browser. Download the file to your desktop before starting.



After you have attached documents to the PDF, you can view, delete or save them by clicking the paperclip icon on the left side navigation of the PDF;



Use the Save icon to save the PDF as a fillable file. Please do not "print to PDF" or scan a hard copy of the form; and

If you have any questions about com	npleting the Subrecipient (	Commitment Form, o	contact the Sponsored	Projects Office
via email at				



# SUBRECIPIENT COMMITMENT FORM

INSTITUTION		PROJECT		
Legal Name and Address (in SAM.gov)			Address where research will be performed Same as legal address	
Zip+4		Zip+4		
Congressional District		Congressional Dist	rict	
DUNS Number	EIN Number	UNM HSC PI	UNM HSC PI	
FDP Member Yes No		Subrecipient PI	Subrecipient PI	
Type of Organization		Dates	Amount Requested	
Prime Sponsor		1	1	
Project Title				

PROPOSAL COMPONENTS	
The following documents are included in our prop	oosal submission and covered by the certifications below
Required Components	As Applicable Per Sponsor Requirements
Scope of Work	Key Personnel Biosketches
Detailed Budget	Current & Pending Support
Budget Justification	

# A. TECHNICAL INFORMATION

#### 1. SUBRECIPIENT CLASSIFICATION

The requirements and responsibilities of a UNM HSC Subrecipient are different from those of a vendor

Subrecipient	Vendor
Responsible for significant programmatic decision-making	Provides goods and services within normal business operations
Responsible for adherence to applicable sponsor compliance requirements	Provides similar goods or services to other customers
Uses sponsor funds to carry out a Scope of Work	Provides goods or services that are ancillary to UNM HSC's sponsored project
Statement of Work may result in intellectual property or publishable rights	Is not subject to compliance requirements of Sponsor

Yes No Our organization is properly categorized as a subrecipient based on our scope of work

### 2. COMPLIANCE

Our scope of work includes:

Human SubjectsApproval Date:PendingHuman Stem CellsApproval Date:PendingAnimal SubjectsApproval Date:Pending

Yes No If human subjects are involved, have all key personnel completed Human Subjects Training?

#### **B. BUDGET INFORMATION**

#### 1. FACILITIES AND ADMINISTRATIVE RATES Select one

We have applied our federally-negotiated F&A rates; our negotiated rate agreement is:

Attached Available at:

We do not have a federally-negotiated rate but have applied:

A negotiated F&A rate with UNM HSC per the attached documentation

A 10% de minimus rate

We have applied other rates as required by the prime sponsor/policies/guidelines.



#### SUBRECIPIENT COMMITMENT FORM

#### 2. FRINGE BENEFIT RATES Select one:

We have applied rates consistent with or lower than our federally-negotiated rates. Our negotiated rate agreement is:

Attached

Available at:

We do not have a federally-negotiated rate and have applied actual fringe benefits (specify the categories below)
We have applied other rates (specify the basis on which rates have been calculated, including elements used below)

#### 2. COST SHARING

Yes

No

Amount:

Cost sharing amounts and justification should be included in the subrecipient's budget

# C. CERTIFICATIONS

#### 1. CONFLICT OF INTEREST (COI) Select one:

Not applicable because the project is not being funded by PHS (NIH, CDC, AHRQ, etc.), or any other sponsor that has adopted the financial disclosure requirements (NSF, etc.).

Subrecipient Organization/Institution 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 Institution's knowledge, (1) all financial disclosures will be made related to the activities that may be funded by or through a resulting agreement, and required by its conflict of interest policy, and (2) all identified conflicts of interest have or will have been satisfactorily manage, 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 COI policy, but will have a PHS compliant policy in place and published at the time of award. (A sample policy can be found at <a href="http://sites.nationalacademies.org/PGA/fdp/PGA">http://sites.nationalacademies.org/PGA/fdp/PGA</a> 061001).

Subrecipient does not have an active and/or enforced COI policy and agrees to adopt UNM HSC's policy and training located online at <a href="http://hsc.unm.edu/research/coi/">http://hsc.unm.edu/research/coi/</a>.

By signing below, Subrecipient certifies that the required training will be completed by each investigator prior to engaging in any research related to any PHS funded contract/grant.

#### 2. DEBARMENT AND SUSPENSION Answer all

Signature of Authorized Institutional Official

Subrecipient, the PI or any other employee or student participating in this project are\* are not debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from or ineligible for participation in federal assistance programs, federal contracts, or activities.

Subrecipient, the PI or any other employee or student participating in this project are\* are not presently indicted for, or otherwise criminally or civilly charged by a government entity.

Subrecipient has\* has not within three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense 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.

Subrecipient has\* has not within three (3) years preceding this offer had any contract terminated for default by any federal agency

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**Email** 

Phone

Date