

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 completing the Subrecipient Commitment Form, 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 Congressional District		Zip+4 Congressional District	
DUNS Number	EIN Number	UNM HSC PI	
FDP Member Yes No		Subrecipient PI	
Type of Organization		Dates	Amount Requested
Prime Sponsor			
Project Title			

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

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 Subjects	Approval Date:	Pending
Human Stem Cells	Approval Date:	Pending
Animal Subjects	Approval 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.

