



BYU Research Administration Office | Subrecipient Commitment Form

If your institution is participating in the FDP Clearinghouse, complete Page 1 only. If your institution is not participating in the FDP Clearinghouse, complete all pages. This form must be approved and signed by your organization's Authorized Organizational Representative (AOR). **Please ensure all applicable documents (Statement of Work, Budget, etc.) are included with this request.**

Brigham Young University Information (to be completed by BYU department)

Project Title:	
Prime Sponsor:	Prime Sponsor Award No.:
BYU Principal Investigator (PI):	

Subrecipient Information

Subrecipient Institution:	Subrecipient PI:
Total Costs:	Cost Share Amount (if applicable):
Project Start Date:	Project End Date:
Human Subjects, Animal Subjects, or Biosafety included in proposal work:	

The information, certifications, and representations above have been read, signed, and made by an authorized official of the subrecipient named herein. The appropriate programmatic and administrative personnel involved in this application are aware 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 expenses incurred prior to execution of a subaward agreement are at the subrecipient's own risk.

	Federal Employer Identification Number:
Signature by an Authorized Official of Subrecipient	DUNS or DUNS+4:
	UEI:
Print name and title of Authorized Official	Congressional District:
Date:	Email:
Address:	City, State, Zip+4:
Phone:	Fax:

SECTION A – Proposal Documents

The following documents are included in our subaward proposal submission and are covered by the certifications below

REQUIRED DOCUMENTS

Statement of Work
 Budget and Budget Justification
SIGNED Subrecipient Commitment Form

Other:

Other:

CHECK AS APPLICABLE

Cost Share Commitment Letter
 Small/Small Disadvantaged Business Subcontracting Plan, in agency-required format (required for proposals over \$550,000)
 Biosketches and Other Support of all Key Personnel, in agency-required format

Other:

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 rates for this type of work, or a reduced F&A rate that we hereby agree to accept. If this box is checked, attach your F&A rate agreement or provide a link here:
Other rates (Specify the basis on which the rate has been calculated in an attached document.)
Not applicable (No indirect cost request for subrecipient.)

2. **Fringe-Benefit Rates** included in this proposal have been calculated based on the following:
Rates consistent with or lower than our federally negotiated rates. If this box is checked, attach your FB rate agreement or provide a link here:
Based on actual rates.
Other rates (Specify the basis on which the rate has been calculated in an attached document.)

3. **Subrecipient Business Status:** (leave blank if not applicable)
Large business Alaska Native Corporation (ANC) (43 USC1601)
Small business Historic Black College of University/Minority Institution
If a small business, identify business classification (*certified by the Small Business Administration):
Small Disadvantaged Business (SDB)*(8a)* Women-owned small business (WOSB)
Veteran-owned small business (VOSB) Service-disabled veteran-owned business (SDVOSB)
HUBZone small business*

4. **Human Subjects** yes no
(Note: Surveys, interviews, observations, or use of secondary data may be human subjects research. Contact your local IRB office for guidance.)
If your organization has a Federalwide Assurance (FWA) Number, provide here:
Determination of Exemption or IRB Approval Date: and IRB Number: or pending
Copies of the determination of exemption or IRB approval must be provided before any subaward will be issued. If not attached here, obtain approval as required and forward these documents to BYU’s PI and to BYU’s Research Administration Office, rao@byu.edu, Attn: as soon as they become available.
If NIH funding is involved, all key personnel engaged in human subjects research must take NIH or other human subjects’ research training. Have all key personnel completed human subjects training? yes no

5. **Animal Subjects** yes no
If your organization has a PHS Animal Welfare Assurance Number, provide here:
If your organization is AAALAC accredited, provide here:
IACUC Approval Date: and IACUC Number: or pending
Copies of the IACUC approval must be provided before any subaward will be issued. If not attached here, obtain approval as required and forward these documents to BYU’s PI and to BYU’s Research Administration Office, rao@byu.edu, Attn: as soon as they become available.

6. **Conflict of Interest** (applicable to NIH, NSF, or any other sponsor that has adopted the federal financial disclosure requirements)
Not applicable because this project is not being funded by NIH, NSF, or any other sponsor that has adopted the federal financial disclosure requirements.
Subrecipient organization hereby 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”.

10. **Disclosure Statement - Cost Accounting Practices and Certification:** In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall, not by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to-practice for pricing proposals or accumulating and reporting contract performance cost data.

Any subcontract in excess of the applicable CAS threshold resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those subcontracts which are exempt as specified in 48 CFS 9903.201-1.

Any proposal you submit, if accepted, that results in a subcontract subject to the requirements of 48 CFS Chapter 99, will require you, as a condition of contracting, to submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of your proposal under this solicitation unless you have already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, you may satisfy the requirements for submission by providing the information requested in the selection below.

Select Disclosure Statement type:

Concurrent Submission of Disclosure Statement	Monetary Exemption
Previously Submitted Disclosure Statement	Interim Exemption

Organization hereby certifies that, as a part of the proposal, copies of the Disclosure Statement have been submitted as follows: (a) original and one copy to the cognizant Administrative Contracting Officer (ACO) or Federal agency official authorized to act in that capacity, as applicable, and (b) one copy to the cognizant Federal auditor.

Date of Disclosure Statement: _____ Name of ACO or Federal official where filed: _____

Organization further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost account practices disclosed in the Disclosure Statement. Offer hereby certifies that the Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____ Name of ACO or Federal official where filed: _____

Organization hereby certifies that, together with all divisions, subsidiaries, and affiliates under common control, it did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50,000,000 or more in the cost accounting period immediately preceding the period in which this proposal was submitted. Organization further certifies that if such status changes before an award resulting from this proposal. Organization will advise BYU immediately.

Organization hereby certifies that: (a) Organization first exceeded the monetary exemption for disclosure, as defined in (c)(3) above, in the cost accounting period immediately preceding the period in which this offer was submitted; and (b) in accordance with 48 CFR 9903.202-1, Organization is not yet required to submit a Disclosure Statement. Organization further certifies that if an award resulting from this proposal has not been made within 90 days after the end of the period, Organization will immediately submit a revised certificate to the Contracting Officer, in the form specified under (c) above, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Organizations currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50,000,000 or more in the current cost accounting period may not claim this exemption (exemption (c) (4)). Further, this exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded. In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall, not by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to-practice for pricing proposals or accumulating and reporting contract performance cost data.

11. **Cost Accounting Standards – Eligibility for Modified Contract Coverage:** If you are an education institution, this part (Part 11) does not apply unless the contemplated subcontract will be subject to full CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or modified CAS coverage pursuant to CFR 9903.201-2 (c)(6).

If you are eligible to use the modified provisions of 48 CFR 9903.201-2 (b) and elect to do so, indicate by checking the box below. By checking this box, you are claiming that the resultant subcontract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause:

Organization hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that Organization is eligible to use the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, Organization received less than \$50,000,000 in awards of CAS-covered prime contracts and subcontracts. Organization further certifies that if such status changes before an award results from this proposal, Organization will advise BYU immediately.

Caution: Organization may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered subcontract of \$50,000,000 or more; or if, during its current cost accounting period, Organization has been awarded a single CAS covered prime contract or subcontract of \$50,000,000 or more.

12. **Additional Cost Accounting Standards Applicable to Existing Contracts:** Will the awarding of the contemplated subcontract, in accordance with subparagraph (a) (3) of the Cost Accounting Standards clause, require a change in established cost account practices affecting existing contracts and subcontracts? yes no

13. **Proposal Disclosure – Cost Accounting Practices Changes:** Complete this part (Part 4) only if CAS exemption is not claimed and the subcontract will be subject to CAS as specified in 48 CFR 9903-201 (see FAR 52,230-7).
Will the contract award result in a required or unilateral change in cost accounting practice, including unilateral changes requested to be desirable changes? yes no

Prepare the price proposal in response to the solicitation using the changed practice for the period of performance for which the practice will be used and submit the description of the changed cost accounting practice to BYU and the Cognizant Federal agency official as pricing support for the proposal.

14. **System for Award Management (SAM)**

Is the organization currently registered in the System for Award Management (SAM)? yes no

NAICS Code:

*Organizations that have not registered with SAM.gov will need to obtain a DUNS first and then access the SAM online registration through the SAM home page at <https://www.sam.gov/portal/public/SAM>. (U.S. organizations will also need to provide an Employer Identification Number from the Internal Revenue Service that may take an additional 2-5 weeks to become active). Completing and submitting the registration takes approximately one hour to complete and your SAM registration will take 3-5 business days to process.