



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”.

