

Proposal Title: \_\_\_\_\_

Prime Sponsor: \_\_\_\_\_ FAU PI Name: \_\_\_\_\_

Subrecipient Legal Name: \_\_\_\_\_

DUNS Number: \_\_\_\_\_ (Must match legal name in DUNS)

Federal Employer Identification Number (EIN): \_\_\_\_\_ Congressional District: \_\_\_\_\_

Subrecipient PI Name: \_\_\_\_\_ email: \_\_\_\_\_

Subrecipient Administrative Contact: \_\_\_\_\_ email: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

**SECTION A – Proposal Documents**

1. The following documents are included in our proposal submission and covered by the certifications below (check as applicable):

- Statement of Work (required)
- Budget and Budget Justification (required)
- Biosketches of all Key Personnel, in agency-required format
- Approved F&A Rate Agreement (if applicable)
- Signed Financial Conflict of Interest Disclosure Forms (if applicable)
- Other: \_\_\_\_\_

2. For the attached **Statement of Work**, please indicate if the project will include any of the following:

Human Subjects:  Yes  No      Animal Use:  Yes  No      BioSafety Materials:  Yes  No  
FWA#: \_\_\_\_\_      Animal Welfare Assurance #: \_\_\_\_\_

3. Cost-Sharing/Match  Yes  No      Amount: \_\_\_\_\_  
*Cost-sharing amounts and justification should be included in budget*

4. Is the Subrecipient participating in the FDP Expanded Clearinghouse? (<https://fdpclearinghouse.org/organizations>)  
 Yes  No      **If Yes, skip to Section C – Signature of Authorized Official**

**SECTION B – Certifications**

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

- Our federally-negotiated F&A rates. (Please attach a copy of your F&A rate agreement or provide a URL link to the agreement below.)  
URL (if applicable): \_\_\_\_\_
- Applied rates as mandated by sponsor policies/guidelines.
- 10% Modified Total Direct Cost (MTDC) de minimus rate. (See [2 CFR Part 200, Subpart E, §200.414.](#))
- Other:

6. **Financial Conflict of Interest** (applicable to NIH, NSF, or other sponsors that have adopted the federal financial disclosure requirements)

- Not applicable:** This project is not being funded by flow-through funds from NIH, NSF, or other sponsor that has adopted the federal financial disclosure requirement.
- Subrecipient **does have** an active and enforced Financial Conflict of Interest policy that complies with the PHS regulations (at 42 CFR Part 50, Subpart F and 45 CFR Part 94). Subrecipient certifies that, to the best of its knowledge, (1) all financial disclosures have been made related to the activities that may be funded through an agreement, and required by its conflict of interest policy; and (2) all identified conflicts of interest have or will have been satisfactorily managed, reduced or eliminated in accordance with Subrecipient’s policy prior to the expenditures of any funds under any resultant agreement.
- Subrecipient **does not** have an active and/or enforced Financial Conflict of Interest policy and agrees to abide by FAU’s FCOI policy, at [http://www.fau.edu/research/docs/policies/research-integrity/OFFICIAL\\_signed\\_FCOI%20Policy-Revision\\_investigators.pdf](http://www.fau.edu/research/docs/policies/research-integrity/OFFICIAL_signed_FCOI%20Policy-Revision_investigators.pdf).  
\*Investigators agree to complete and submit SFI disclosure forms for all researchers when applicable.

**SECTION C – Attestation and Approval**

The information, certifications and representations above have been read, signed and made by an authorized official of the subrecipient named. The appropriate programmatic and administrative personnel involved in this application are aware of agency policy regarding subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.

Signature of Authorized Official	Date	Name and Title of Authorized Official _____ Email/Phone: _____
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