



Subrecipient Commitment Form (Form OSP-007)

(1) Project Information	
(a) Subrecipient:	(e) UAF PI:
(b) Subrecipient PI:	(f) Proposal Title:
(c) Prime Sponsor:	
(d) Start & End Date:	(g) UAF Banner Number: S000
(2) Documentation	
<i>The following documents are included with our subaward proposal submission and covered by the certifications below</i>	
(a)	Statement of Work (required)
(b)	Budget and Budget Justification (required)
(c)	This Subrecipient Commitment Form, completed and signed by the Authorized Organizational Representative (required)
(d)	Small/Disadvantaged Business Subcontracting Plan, in agency-required format
(e)	Biographical Sketches of all Key Personnel, in agency-required format
(f)	Other Support of all Key Personnel, in agency-required format
(g)	Other:
(h)	Other:
(i)	Other:
(3) Certifications	
(a) Facilities & Administrative (F&A) 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, a copy of your current F&A rate agreement must be provided to UAF by the time a subaward is issued.) Other rate (Please specify in the Notes/Comments section below the basis on which this rate has been calculated.)	
(b) Fringe Benefit Rates included in this proposal have been calculated based on: Rates consistent with or lower than our federally-negotiated rates. If this box is checked, a copy of your benefit rate agreement must be provided to UAF by the time a subaward is issued. Other rates (Please specify in the Notes/Comments section below the basis on which these rates have been calculated.)	
(c)	Human Subjects (IRB) Yes No <i>If yes, a copy of the IRB protocol approval and approved consent form is required. To avoid delays, please forward these documents to the UAF Office of Sponsored Programs as soon as they are available. (Just-In-Time): A copy of these approved documents must be provided to UAF before any subaward can be issued. If yes, have all key personnel involved completed Human Subjects Training?</i> Yes No
(d)	Animal Subjects (IACUC) Yes No <i>If yes, a copy of the IACUC protocol approval is required. To avoid delays, please forward these documents to the UAF Office of Sponsored Programs as soon as they are available. (Just-In-Time): A copy of these approved documents must be provided to UAF before any subaward can be issued.</i>
(e) Conflict(s) of Interest Subrecipient hereby certifies that is 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." Subrecipient also certifies that, to the best of Subrecipient's knowledge, (1) all financial disclosures have been 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 managed, reduced or eliminated in accordance with Subrecipient's conflict of interest policy prior to the expenditures of any funds under any resultant agreement. Subrecipient does not have an active and/or enforced conflict of interest policy and hereby agrees to abide by UAF's policy. See http://www.uaf.edu/osp/policy/sfcoi.html for the text of UAF's policy and related forms/procedures.	

(f) Matching/Cost Sharing (M/CS) <i>M/CS amounts and justification should be included in the subrecipient's budget.</i>	Yes	No
(g) A-133 Audit Status		
Does the subrecipient obtain an annual audit in accordance with OMB Circular A-133?	Yes	No
If yes, has the audit been completed for the most recent fiscal year?	Yes	No
Were any material findings reported applicable to this subaward? (If yes, explain in the Notes/Comments section below.)	Yes	No
If no, does the subrecipient receive federal funding of at least \$500,000 per year?	Yes	No
Is the subrecipient a:	Non-profit entity	Foreign entity
		For profit entity
(4) Notes/Comments		
(5) Approvals for Subrecipient		
By signing this form, I certify that the above information, certifications and representations have been read, are understood, and are accurate and true to the best of my knowledge. The appropriate programmatic and administrative personnel involved in this application are aware of pertinent federal regulations and policies, and we are prepared to establish a subaward agreement with the University of Alaska Fairbanks that ensures compliance with such regulations and policies should this proposal be funded.		
(a) Authorized Organizational Representative:	(b) Subrecipient Principal Investigator:	
_____ Signature	_____ Signature	_____ Date
_____ Date	_____ Signature	_____ Date
_____ Name and Title	_____ Name and Title	
_____ Name of Subrecipient Organization	_____ Name of Subrecipient Organization	
_____ Address	_____ Address	
_____ City, State, ZIP	_____ City, State, ZIP	
_____ Phone	_____ Phone	_____ Fax
_____ Fax	_____ Phone	_____ Fax
_____ E-mail	_____ E-mail	
<i>Note: Any work begun or expenses incurred prior to execution of a subaward agreement is at the subrecipient's own risk.</i>		

Form OSP-007 Directions

This form is a fillable Adobe PDF file. This form, with the required documents (statement of work, budget, and budget justification), is required to be completed and signed by *each* subrecipient organization budgeted in a UAF proposal. Once completed, the form should be mailed directly to OSP. OSP will send a copy of the form back to the UAF unit after proposal review for their records.

Section (1) Project Information

- (a) Subrecipient: Type the name of the subrecipient organization
- (b) Subrecipient PI: Type the name of the subrecipient PI
- (c) Prime Sponsor: Type the name of the prime sponsor making the award to UAF
- (d) Start & End Date: Type the start and end date of the proposed project
- (e) UAF PI: Type the name of the UAF PI
- (f) Proposal Title: Type the title of the proposed project

- (g) UAF Banner Number: **Internal Use Only** – UAF OSP will fill in this number

Section (2) Documentation

The following documents, at a minimum, are required to be submitted to UAF by the subrecipient organization:

- A statement of work to be performed by the subrecipient organization/PI in the proposed project;
- An itemized budget and justification for the work to be performed by the subrecipient
- The Subrecipient Commitment Form, signed by the Authorized Organizational Representative (AOR) and Principal Investigator (PI) of the subrecipient organization

Other documents may need to be submitted to UAF, based on the answers provided in Sections (3)-(4)

Section (3) Certifications

Answer the certification questions and attach any relevant documents as necessary (copy of F&A or benefits agreement, copy of IRB or IACUC protocols, etc.)

Section (4) Notes/Comments

This section is to elaborate on any certification questions from Section (3) or to provide other pertinent information that UAF needs to know.

Section (5) Approvals for Subrecipient

Fill in the information for the AOR and PI, sign and date. We will accept an advance copy via fax or e-mail, but the original signatures should still be returned to UAF. Once completed, this form should be mailed to:

University of Alaska Fairbanks
Office of Sponsored Programs
909 Koyukuk Drive, 212 WRRB
PO Box 757270
Fairbanks, AK 99775-7270

Questions? Contact the Office of Sponsored Programs: Telephone: (907) 474-6000
E-mail: fyosp@uaf.edu
Fax: (907) 474-5444