

**Subrecipient Commitment Form**

THE UNIVERSITY OF BRITISH COLUMBIA (UBC use only)

UBC PI Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Prime Sponsor: \_\_\_\_\_ Project Period: \_\_\_\_\_

**SECTION A - SUBRECIPIENT CONTACT INFORMATION**

**1. Subrecipient Information:**

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

Performance Site Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DUNS # (required): \_\_\_\_\_ [Performance Site Congressional District:](#) \_\_\_\_\_

Parent Entity DUNS Number (if applicable): \_\_\_\_\_ [EIN](#) : \_\_\_\_\_

Sub Project Period: \_\_\_\_\_ Total Funds Requested: \_\_\_\_\_

**2. Principal Investigator Contact Information**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**3. Administrative Contact Information**

Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**4. Financial Contact Information**

Legal Name \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SECTION B - PROPOSAL DOCUMENTS

- Statement of Work (Required)
- Budget & Budget Justification (Required)
- Subrecipient Commitment Form (Required)

Other \_\_\_\_\_

SECTION C - CERTIFICATIONS

1. Facilities and Administrative Rate  
The rates included in the proposal have been calculated based on:

- Our United States federally negotiated F&A rates for this type of work, or a reduced F&A rate that we hereby agree to accept.  
*A copy of your U.S. F&A agreement or URL link to the agreement must be provided to UBC with this form.*

If a U.S. federally negotiated F&A rate is not available, the resulting award will only fund direct costs.

URL Link for F&A agreement \_\_\_\_\_

- Other rates *(Please specify the basis on which the rate has been calculated in comments below)*

Comments \_\_\_\_\_  Not applicable *(No indirect cost request for Subrecipient)*

2. Fringe Benefit Rates  
The rates included in the proposal have been calculated based on:

- Rates consistent with or lower than our federally-negotiated rates  
*A copy of your FB rate agreement or a URL link to the agreement must be provided to UBC with this form.*

URL Link for Fringe Benefits \_\_\_\_\_

- Other rates *(Please specify the basis on which the rate has been calculated in comments below)*

Comments \_\_\_\_\_  Not applicable *(no salary or fringe benefit requested for Subrecipient)*

3. Fiscal Responsibility  
The organization certifies that it's financial system is in accordance with generally accepted accounting principles and:

Check all that apply

- Has the capability to identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received;
- Maintains internal controls to assure that it is managing Federal awards in compliance with applicable laws, regulations, and the provisions of contracts or grants;
- Complies with applicable laws and regulations;
- Can prepare appropriate financial statements. Including the schedule of expenditures of federal awards;
- There are no outstanding audit findings which would impact project costs. If there are findings, submit a copy of the report that describes the finding and steps to be taken to correct the finding.
- Has procedures in place to ensure procurement at competitive prices

4. Subrecipient Business Status:

- Large Business     
  Small Business     
  Institution of Higher Education     
  Other  
 Alaska Native Corporation (ANC)     
  Historic Black College or University/Minority Institution

If a Small business, identify business classification (\*certified by the Small Business Administration):

- Small Disadvantaged Business (SDB)\* (8a)\*     
  Small Minority Business (SMB)     
  Veteran-owned small business (VOSB)  
 Women-Owned small business (WOSB)     
  Service disabled veteran-owned small business (SDVOSB)     
  HUBZone small business\*

5. Debarment, Suspension, Proposed Debarment

YES     NO

Is Principal Investigator or any other employee or student participating in this project debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs or activities? *(if "YES" please explain in Section G Comments)*

**Subrecipient Organization/Institution hereby certifies that they: (Check all boxes below)**

- Are not presently debarred, suspended, proposed for debarment, or declared ineligible for award of federal Contracts  
 Are not presently indicted for, or otherwise criminally or civilly charged by a government agency.  
 Have not within three (3) years preceding this offer, had one or more contracts terminated for default by any federal agency.  
 Have not within three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.  
 Does not have delinquent federal debt according to the System for Award Management (SAM).

6. Human Subjects

Does this project involve [Human Subjects](#)?       YES     NO      Federalwide Assurance (FWA) # \_\_\_\_\_

Research Exempt?     YES     NO    If "Yes" Exemption Category (1-6). \_\_\_\_\_

If "YES", Copies of the IRB approval must be provided before any subaward will be issued.

7. Animals

Animal Welfare Assurance Number: \_\_\_\_\_

Does this project involve [Vertebrate Animals](#)?       YES     NO

If "YES", Copies of the IACUC approval must be provided before any subaward will be issued.

SECTION D - A-133 AUDIT STATUS

Does the Subrecipient receive an annual audit in accordance with OMB Circular A-133?  YES  NO

Were any audit findings reported in your most recent A-133 audit?  YES  NO Fiscal year of most recent audit \_\_\_\_\_

If "YES" provide a description of the finding in Section - G Comments below

Other (please explain) \_\_\_\_\_

Subrecipients receiving an annual audit are required to provide a copy of the most recent A-133 audit report or the URL link to UBC before a subaward will be issued.

URL Link for A-133 audit \_\_\_\_\_

If Subrecipient does not receive an annual audit in accordance with OMB Circular A-133, please select the appropriate box indicating why the Subrecipient would not be subject to compliance with A-133 certification: (check all that apply)

- Subrecipient receives overall federal funding less than \$500,000 per year?  Government Entity
- Non-Profit entity (under federal funding threshold)  Foreign Entity  Federal Agency  For - Profit Entity

Section E - Federal Funding Accountability and Transparency Act (FFATA) Information

The names and total compensation of the five most compensated officers of the entity(ies) must be listed if --

- (i) the entity in the preceding fiscal year received
  - (I) 80 percent or more of its annual gross revenues in federal awards (federal contracts (and subcontracts), loans, grants, (and subgrants) and cooperative agreements); AND
  - (II) \$25,000,000 or more in annual gross revenues from Federal awards; AND
- (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the internal Revenue Code of 1986

Is subaward entity exempt from reporting executive compensation? If no, please complete the information below.

Name	Compensation Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

**SECTION F - COMMENTS**

**SECTION G - SIGNATURES**

The Information certifies and representation 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 those policies. Any work begun and/or expenses incurred prior to execution of a subaward agreement are at the Subrecipients own risk.

Printed Name and Title \_\_\_\_\_

Email \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_