

Subrecipient Commitment Form

TAMUK requires completion of the *Subrecipient Commitment Form* for all proposed subrecipients/subawardees at the time of proposal submission to the prime sponsor; subrecipient agreements cannot be fully executed without the completion of this form. Please attach all required documents directly to this PDF file. As you complete the form, note the following items:



Download the file to your desktop before starting. Do not complete this form on your browser as the required documents may not attach appropriately.



After you have attached the required documents to the PDF, you can view, delete, or save them by clicking the paperclip icon on the left side navigation of the PDF.



Use the Save icon to save the PDF as a fillable file. Please **DO NOT** “print to PDF” or scan a hard copy of the form.



Electronic signatures Scanned signatures are preferred. If printing and signing, please upload a scanned copy of the signature page to this file.



To return the completed subrecipient commitment form, press the submit button on the last page. This will attach the pdf in an email to the TAMUK Pre-Award team.

LEAD INSTITUTION (TAMUK use only)		
Legal Name:		
Principal Investigator:	Department and College:	
Pre-Award Contact:	Email:	Phone:

SUBRECIPIENT INSTITUTION	
Legal Name (as registered in SAMS.gov):	
Subrecipient Principal Investigator:	
Phone:	Email:
Pre-Award Contact:	
Phone:	Email:
Type of Organization:	

PROJECT INFORMATION	
Project Title:	
Prime Sponsor:	
Solicitation Number:	
Subrecipient Project Period:	Budget Requested:

PROPOSAL DOCUMENTS	
The following documents are included in our proposal submission.	
Required Documents <input type="checkbox"/> Scope of Work <input type="checkbox"/> Detailed Budget <input type="checkbox"/> Budget Justification	As applicable per Sponsor Requirements <input type="checkbox"/> Biographical Sketch <input type="checkbox"/> Current & Pending Support <input type="checkbox"/> Other

BUDGET INFORMATION
<p>1. Facilities & Administrative Rates included in this proposal have been calculated based on:</p> <p><input type="radio"/> Subrecipient's federally-negotiated F&A rates for this type of work is _____. Attached Available at:</p> <p><input type="radio"/> Subrecipient chooses not to charge F&A costs although 2 CFR 200.414 (f) states: Any non-Federal entity that has never received a negotiated cost rate, except for those non-Federal entities described in Appendix VII to Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be utilized indefinitely.</p> <p><input type="radio"/> 10% MTDC de Minimis F&A Rate</p> <p><input type="radio"/> Other rates (please specify on which the rate has been calculated in the Comments Section below)</p> <p><input type="radio"/> Not applicable (no indirect cost requested for the Subrecipient)</p>

2. Fringe Benefits

Rates consistent with or lower than our federally-negotiated rates

Attached

Available at:

Other rates (please specify on which the rate has been calculated in the Comments Section below)

3. Cost-Sharing

Yes No

Amount:

(Cost-sharing amounts and justification should be included the Subrecipient's budget)

COMPLIANCE

Our scope of work includes:

Human Subjects

Approval Date:

Pending

Animal Subjects

Approval Date:

Pending

Recombinant DNA/Transgenic Organisms

Approval Date:

Pending

Subrecipient's IRB/IACUC/IBC approval must be provided to TAMUK's research office prior to issuing a subaward.

AUDIT INFORMATION

Does the Subrecipient receive an annual audit in accordance with [2 CFR200 Subpart F](#)? Yes No

If yes: Please submit a copy of your institution's most recent audit, or the URL to a completed copy.

Attached

Available at:

Has the audit been completed for the most recent fiscal year?

Yes No

Were any audit findings reported? (Please add comments below)

Yes No

If no: Does the Subrecipient expend overall Federal funding of at least \$750,000 per year? Yes No

Is the Subrecipient a:

Non-profit entity expending less than \$750,000 per year in Federal or Sub-Federal funds annually

For-profit entity that expends Federal or Sub-Federal funds and has a DCAA audited rate

For-profit entity that does not expend Federal funds or have annual audits

Foreign entity

If a for-profit entity, is the Subrecipient a:

Small business

Large business

Contact information for audit questions:

Name:

Phone:

Email:

CONFLICT OF INTEREST

Conflict of Interest (COI) – select one:

- Subrecipient organization 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 Promoting Objectivity in Research.” *Subrecipient also certifies that, to the best of the Organization’s knowledge: (1) all financial disclosures will be 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 the subrecipient’s conflict of interest policy prior to the expenditures of any funds under any resultant agreement and within a timely manner sufficient to enable timely COI reporting.*
- Not applicable; this project is not funded by PHS or any sponsor that has adopted the Federal financial disclosure requirements
- We agree to enter into a subrecipient agreement with TAMUK that includes the Texas A&M System Policy regulations (15.01.03 – *Financial Conflict of Interest in Research*), which applies the requirement to all sponsored research and citation to Federal law ([42 CFR Part 50, Subpart F](#)).

RESPONSIBLE CONDUCT IN RESEARCH (RCR) – APPLICABLE TO NSF, NIH, & USDA

- Not applicable; this project is not funded by NSF, NIH, or USDA-NIFA
- Not applicable; non-educational institution
- If funded by NSF, the Subrecipient certifies, if applicable, that it maintains an Institutional Plan to meet NSF’s Educational Requirements for the Responsible Conduct of Research, as required under the “America COMPETES Act” PUBLIC LAW 110-69-August 9, 2007. Subrecipient certifies that it has a training program in place and will train all undergraduate and graduate students and postdocs in accordance with NSF’s RCR training requirements.
- If funded by NIH, the Subrecipient certifies, if applicable, that for NIH Grants for Training and Fellowship awards, the Subrecipient will monitor and maintain records for the individual training plans as proposed by Subrecipient, in accordance with NIH’s RCR training requirements.
- If funded by USDA-NIFA, the Subrecipient certifies, if applicable, that it maintains an Institutional Plan to meet USDA-NIFA’s Educational Requirements for the Responsible and Ethical Conduct of Research, as required by NIFA Research Terms and Conditions (December 26, 2014), and the Subrecipient has a training program in place and will train all USDA-NIFA funded program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and any staff participating in the research project.

COMMENTS

Attachment 3B

Research Subaward Agreement Subrecipient Contacts

SUBRECIPIENT PLACE OF PERFORMANCE FOR [FFATA](#) REPORTING

Name:

Address:

City:

State:

Zip Code+4:

Zip Code [Look-up](#)

EIN:

UEI:

Parent UEI/DUNS:

Institution Type:

Congressional District:

Is the Subrecipient currently registered in [SAM.gov](#)? Yes No

Is the Subrecipient exempt from reporting executive compensation? Yes No If no, complete 3B, page 2

SUBRECIPIENT ADMINISTRATIVE CONTACT

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

SUBRECIPIENT PRINCIPAL INVESTIGATOR

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

SUBRECIPIENT FINANCIAL CONTACT

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Central Email:

Is this the remittance address? Yes No

Remittance address (if different):

SUBRECIPIENT AUTHORIZED OFFICIAL

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Central email:

Attachment 3B, Page 2

Research Subaward Agreement Highest Compensated Officers

SUBRECIPIENT

Institution Name:

PI Name:

Highest Compensated Officers

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80% or more of its annual gross revenues from Federal awards; and the public does not have access to this 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.S. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986

Officer 1 Name:

Office 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

CERTIFICATIONS

By signing below, the authorized official of the Subrecipient certifies, to the best of his/her knowledge and belief, that:

1. Certification Regarding Lobbying

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit the Standard Form – LLL, “Disclosure Form to Report Lobbying,” to Texas A&M University-Kingsville Office of Research.

2. Debarment, Suspension, and Other Responsibility Matters

- i. Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- ii. Subrecipient certifies that it is not delinquent on any Federal debt.

APPROVED FOR SUBRECIPIENT

The information, certifications, and representations above **have been read, signed, and made by an Authorized Organizational Representative of the Subrecipient Institution** named herein. The appropriate programmatic and administrative personnel involved in this application are aware of agency policies in regard to a subrecipient agreement 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 subrecipient agreement are at the Subrecipient’s own risk.**

<hr/>		Address:
<hr/>		City & State:
<hr/>		Zip Code+4:
Name and Title of Authorized Official		
Name:	Title:	
Phone:	Email:	

Click [here](#) to send this form to the Pre-Award office.
Please ensure that all the required documents are attached.