

Subrecipient Commitment Form Instructions

The form should be completed by someone who is knowledgeable about your organization's business processes and can obtain input on the scope of work from your organization's principal investigator (PI). The form also must be approved and signed by your organization's authorized institutional official.

PURDUE UNIVERSITY INFORMATION - This section should be completed by the Sponsored Programs Pre-Award staff at Purdue University.

SECTION A – CONTACT INFORMATION - This section provides background information on the subrecipient that will be used in preparing the subagreement and should be completed by the subrecipient organization.

1. Subrecipient Information:

Subrecipient's Legal Name: This is the name of the organization that is used for all official purposes. It should not be a nickname. The legal name should be the name of the legal entity authorized to enter into contracts on behalf of the organization not a sub-unit of that organization.

Performance Site Address: Please provide the address along with the Zip code plus four digits or other postal code if not in the U.S for the location where the sponsored activity will take place.

DUNS Number: The DUNS number is a nine-digit number, issued by Dun and Bradstreet (D&B), assigned to each business location in the D&B database, having a unique, separate, and distinct operation for the purpose of identifying them.

Performance Site Congressional District: Please include the U.S. congressional district of your organization as well as of the performance site (where the scope of work will be carried out) if different from that of your organization.

Federal Employer Identification Number (EIN): An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity in the United States.

Sub Project Period: Please enter the start and end dates of the Subrecipient's project – this must fall within or coincide with Purdue's project period listed above.

Sponsor Dollars Requested: Please enter the total dollar amount requested from Purdue University. A detailed budget with justification is also required.

2. Principal Investigator Contact Information:

Legal Name: Please provide the legal name of the subrecipient Principal Investigator.

3. Administrative/Contractual Contact Information:

Please provide the contact information of the subrecipient administrative or contractual officer.

4. Financial Contact Information:

Please provide the contact information of the subrecipient

financial officer.

SECTION B – PROPOSAL DOCUMENTS

Purdue University Pre-Award Staff will notify you of the documents required for your proposal. Check the boxes next to the documents included in your proposal submission.

SECTION C – CERTIFICATIONS

1. **Facilities and Administrative (F&A) Rate:** This is the percentage of the project's direct costs that an organization may charge the sponsor for the "indirect" costs associated with housing and managing a sponsored project.

- A "**federally negotiated F&A rate**" is a federally established rate that an agency of the U.S. federal government has negotiated with the organization after reviewing its indirect cost proposal and has agreed in writing that the organization may charge the U.S. federal government a set percentage of direct project costs for F&A (indirect) costs.
- **Other Rates:** If your organization does not have a U.S. federally negotiated F&A rate and plans to charge for indirect costs, please attach an explanation as to how this rate was derived.
- **Not applicable:** Check this box if your organization is not requesting F&A costs.

2. **Fringe Benefit Rates:** Fringe benefit rates include the percentage of salary and/or the amount your organization pays for employee retirement, health insurance, Medicare, and Social Security, etc. It represents the employer's contribution to these costs—not the employee's contribution.

- Some organizations negotiate their fringe benefit rates with the U.S. federal government just as they do their F&A rate. Other organizations use actual rates for each employee. Still others use composite rates for different classes of employees.

3. **Fiscal Responsibility:** Certify the subrecipient's financial systems by checking the appropriate boxes.

4. **Subrecipient Business Status:** Please check the box next to the appropriate business status of the subrecipient.

If the subrecipient is a small business, identify the classification and certification by the Small Business Administration.

5. **Debarment, Suspension, Proposed Debarment:** People and organizations may be debarred from receiving U.S. federal financial and non-financial assistance. Debarment or suspension of a participant in a program by one agency has a U.S. government-wide effect. While a "Yes" answer to any of these questions will not automatically exclude your organization from participating in this proposed project, it will require Purdue University to conduct a risk assessment before making a decision to enter into a subagreement with your organization.

6. **Human Subjects:** If your organization will perform human subjects research for this subagreement with Purdue University mark, "Yes," on the form. Please provide your organization's Office of Human Research Protection (OHRP) approved Federal Wide Assurance (FWA) number.

Note: The Purdue University IRB must review and approve your organization's human research protocol before a subagreement will be issued.

Additional details are provided by clicking the link within the Subrecipient Form.

7. Animals: If your organization will be carrying out animal research under the subagreement with Purdue University mark, "Yes," on the form. Please provide your organization's approved Animal Welfare Assurance (AWA) number.

Note: The Purdue University IACUC must review and approve your organization's animal research protocol before a subagreement will be issued.

Additional details are provided by clicking the link within the Subrecipient Form.

8. RCR (for NSF-funded projects only): The National Science Foundation (NSF) requires all domestic and international subrecipients to have a plan for meeting Responsible Conduct of Research (RCR) requirements. While training plans are not required to be included in the subrecipient's portion of the proposal submitted to NSF, subrecipients are advised that all such plans are subject to review by Purdue University and NSF upon request.

SECTION D – A-133 AUDIT STATUS

Audit Status: Any non-profit entity that has expended at least \$500,000 in U.S. federal funds within the organization's previous fiscal year is subject to the Circular A-133 single audit requirement with the exception of foreign organizations. For-profit organizations and U.S. federal government agencies also are not subject to A-133 audit requirements.

- Organizations subject to A-133 requirements should include a description of any findings or exceptions noted in their most recently completed A-133 audit in the comments section (Section G) of this form. An update of this information may be requested prior to establishing a subagreement with your organization.

SECTION E – CONFLICT OF INTEREST

Complete this form as applicable based on the prime funding source.

SECTION F - FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARANCY A (FFATA)

Information: The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. Federal awards include grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance as well as contracts, subcontracts, purchase orders, task orders, and delivery orders.

SECTION G – COMMENTS: Please include any applicable comments, references, or explanations.

SECTION F – SIGNATURES: The Authorized Organizational Representative (AOR) is an individual authorized by an organization to sign and commit the organization to a request, proposal, or other document that has been or is to be submitted to the sponsor while providing the required certifications for this signed document.