

## SUBRECIPIENT INFORMATION

Legal Name of Subrecipient (if individual enter last name first)

Address

Address Line 2

City

State

Zip Code + 4

Country

Congressional District

Subrecipient Doing Business As Name (if applicable)

Is Payment Address Same as Address to the Left?

Yes  No (If No, provide below)

Address

Address Line 2

City

State

Zip Code

## TAXPAYER IDENTIFICATION / BUSINESS CLASSIFICATION INFORMATION

1. U.S. or  2. Non U.S. - Foreign  
Select only one of the above

Federal Taxpayer Identification No.

1a.

Type of U.S. Organization

DUNS No. - REQUIRED

1b.

Business Classification of U.S. Org

Cage Code

2a.

Type of Foreign Organization

Year Incorporated/Established

Is Subrecipient registered in the System for Award Management?  Yes  No

For Federal Funding Accountability and Transparency Act (FFATA) reporting:

a. In the preceding fiscal year, did Subrecipient receive 80% or more of its annual gross revenues in Federal awards; and \$25M or more in annual gross revenues from Federal awards?  Yes  No

b. If a. above is Yes, does the Public have access to the names and total compensation of Subrecipient's five most highly compensated officers?  
 Yes  No

c. Did Subrecipient's gross income, from all sources, in the previous tax year exceed \$300,000?  Yes  No

Does Subrecipient have:

- a. An approved/audited accounting system?  Yes  No
- b. An approved/audited procurement system?  Yes  No
- c. If required, a compliant conflict of interest policy?  Yes  No

## SUBRECIPIENT IN HOUSE AUDIT CONTACT

Subrecipient Audit Contact Name

Contact Title

Phone

Contact E-mail

Address

Address Line 2

City

State

Zip Code + 4

### Fiscal Reporting Period

Subrecipient Fiscal Year Starts (Month/Date):

**REQUIRED PROPOSAL DOCUMENTS**

Title of Subrecipient's Proposal:

The following marked items must be included as part of your proposal packet:

**LETTER OF COMMITMENT ON LETTER HEAD SIGNED BY INSTITUTION'S AUTHORIZED OFFICIAL AND SHALL INCLUDE THE FOLLOWING INFORMATION:**

- Subrecipient Legal Name
- Subrecipient Address
- Subrecipient Total Funds Requested
- Subrecipient Period of Performance
- Subrecipient Principal Investigator
- Administrative Contact's name, email address, and phone number

**STATEMENT OF WORK**

**BUDGET** (in agency format)

**BUDGET JUSTIFICATION** (in agency format)

**BIOGRAPHICAL SKETCH** (in agency format)

**CURRENT & PENDING SUPPORT** (in agency format)

**FINANCIAL CONFLICT OF INTEREST CERTIFICATION**

**SUBRECIPIENT DATA SHEET (this form)**

**COPY OF LATEST AUDIT REPORT OR FINANCIAL STATEMENT**

Link:

**COPY OF F&A (Indirect) RATE AGREEMENT--Required if proposing F&A Costs**

Link:

**COPY OF FRINGE RATE AGREEMENT--Required if proposing fringes**

Link:

Does your budget include cost sharing?  Yes  No

If yes, amount: \$

Does your budget include participant support?  Yes  No

If yes, amount: \$

Place of Performance - where work will be carried out?

City State Zip Code + 4

Country (if outside the U.S.)

**Does Subrecipient's Proposal include--**if Yes, provide a copy of applicable approvals:

- a. Human Subjects?  Yes  No
- b. Animal Subjects?  Yes  No
- c. Embryonic Stem Cells?  Yes  No

**Years of experience Subrecipient has receiving same or similar awards:**

**OTHER INFO:** If your institution is a **Cayuse** user like Virginia Tech, you may complete your proposals in Cayuse and email the exported proposal to us. Institutions who are not Cayuse users may prepare your proposals via [www.subawards.com](http://www.subawards.com) and then email to us the attachment.

**All the information requested on this checklist should be forwarded to us with your proposal.**

**CERTIFICATION**

By signing below, I hereby certify that all the information provided is correct and, to the best of my knowledge, no investigators or individuals identified as being responsible for the design, conduct, or reporting of the research project identified above has a known or potential conflict of interest. In the event a conflict of interest arises, Subrecipient shall disclose such conflict in writing to Virginia Tech. **This proposal CANNOT be submitted nor can a Subaward be issued until all required documents are submitted and this completed form is returned to Virginia Tech.**

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

Date

Typed Name

Title