

OMB UNIFORM GUIDANCE

Impact on Subrecipient Monitoring and Management





WHAT'S NEW?

- Subrecipient Commitment Form at Proposal Stage
- FDP Template for Fed Flow Subagreements
- Documentation of Receipt of Required Programmatic and Financial Reports
- 30 day Turn Around for Invoices

SUBRECIPIENT COMMITMENT FORM



FDP TEMPLATE FOR FED FLOW SUBAGREEMENTS

FDP Cost Reimbursement Research Subaward Agreement			
Pass-through Entity (PTE): Auburn University		Subrecipient:	
PTE Principal Investigator (PI):		Subrecipient Principal Investigator (PI):	
PTE Federal Award No:	FAIN:	Federal Awarding Agency:	
Federal Award Issue Date:	Total Amount of Federal Award to PTE	CFDA No:	CFDA Title:
Project Title:			
Subaward Period of Performance:		Amount Funded This Action:	Subaward No.:
Start:	End:	\$	
Estimated Project Period (if incrementally funded):		Incrementally Estimated Total:	Is this Award R & D
Start:	End:	\$	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No
Check all that apply <input type="checkbox"/> Reporting Requirements (Attachment 4) <input type="checkbox"/> Subject to FFATA (Attachment 3B) <input type="checkbox"/> Cost Sharing (Attachment 6)			
Terms and Conditions			
<p>1) PTE hereby awards a cost reimbursable subaward, as described above, to Subrecipient. The statement of work and budget for this subaward are (check one) <input type="checkbox"/> as specified in Subrecipient's proposal dated _____ or <input checked="" type="checkbox"/> as shown in Attachment 5. In its performance of subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.</p> <p>2) PTE shall reimburse Subrecipient not more often than monthly for allowable costs. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), subaward number, and certification, as required in 2 CFR 200.415 (a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Administrative Contact, as shown in Attachments 3A.</p> <p>3) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Administrative Contact, as shown in Attachments 3A, NOT LATER THAN 60 days after subaward end date. The final statement of costs shall constitute Subrecipient's final financial report.</p> <p>4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient. PTE reserves the right to reject an invoice, in accordance with 2 CFR 200.305.</p> <p>5) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown above. "Reporting Requirements."</p> <p>6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachments 3A and 3B. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official, as shown in Attachments 3A and 3B.</p> <p>7) Substantive changes made to this subaward agreement require the written approval of each party's Authorized Official as shown in Attachments 3A and 3B. The PTE may issue non-substantive changes to the Period of Performance (check one) <input checked="" type="checkbox"/> Bilaterally, or <input type="checkbox"/> Unilaterally. Unilateral modifications shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient.</p> <p>8) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.</p> <p>9) Either party may terminate this subaward with thirty days written notice to the appropriate party's Administrative Contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research & Development under Grants and Contracts with Hospitals, as applicable.</p> <p>10) No-cost extensions require the approval of the PTE. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachments 3A, not less than 30 days prior to the desired effective date of the requested change.</p> <p>11) The Subaward is subject to the terms and conditions of the PTE Award and other special terms and conditions, as identified in Attachment 2.</p> <p>12) By signing this Research Subaward Agreement Subrecipient makes the certifications and assurances shown in Attachments 1 and 2.</p> <p>13) Research Terms & Conditions – RESERVED</p>			
By an Authorized Official of Pass-through Entity:		By an Authorized Official of Subrecipient:	
Name:	Date:	Name:	Date:
Title:		Title:	

NEW EMAIL FOR INVOICES: OSPSUBINV@AUBURN.EDU

Auburn University Office of Sponsored Programs Subagreement Invoicing Checklist

Subcontract #

Encumbrance #

Dept Approver

PI

Invoice Received

- Billing period within contract period of performance
- Invoice reflects accurate expenses based on subagreement budget
- Required back up documentation (if applicable) attached
- Cost-sharing statement (if applicable) attached
- Close Out Document
- Required Technical Reports received by PI on _____
- PI review and approval of subrecipient's performance
- PI signature below to approve following statement:

As the principal investigator for _____, I have monitored the activities of the Subrecipient that were funded by the Subagreement and I have reviewed all financial and programmatic reports (if any) that were submitted to me by the Subrecipient for this Subagreement. I certify that all of the Subrecipient's activities that were funded by the Subagreement were carried out for authorized purposes, as defined by the terms and conditions of the Subagreement. I further certify that the Subrecipient has carried out all work, as necessary at this state in teh Subagreement timeframe, toward achieving the Subagreement's performance goals, as specified in the Subrecipient's statement of work. To the best of my knowledge, the costs included on teh attached invoice are reasonable and appropriate for the work performed

PI Signature: _____ Date

LEIGH STEPHENS

Contracts & Grants Administrator II

Office of Sponsored Programs

310 Samford Hall

Auburn University, AL 36849

334-844-5957

leigh.Stephens@auburn.edu

