



Office of Research & Sponsored Programs
SAM HOUSTON STATE UNIVERSITY

Subrecipient Commitment Form

All subrecipients are required to complete and return this form to the Sam Houston State University Pre-Award Contact listed. Please attach all required documents directly to this PDF file. As you complete the form, please note the following:



After you have attached your documents to the PDF, you can view, delete, or save them by clicking the paperclip icon on the left side of the navigation tab 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. Doing this will not allow the attachments to be viewed;



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

Submit

To return this document, press the submit button on the last page. This will attach the pdf in an email to the Pre-Award Contact.



Office of Research & Sponsored Programs
SAM HOUSTON STATE UNIVERSITY
SUBRECIPIENT COMMITMENT FORM

FDP Clearinghouse Member

SUBRECIPIENT INSTITUTION		LEAD INSTITUTION	
Institution Legal Name: (as registered in SAM.gov)		Institution Legal Name:	
Principal Investigator:		Principal Investigator:	
PreAward Contact Email:	Phone:	PreAward Contact Email:	Phone:
Type of Organization:		SHSU Proposal Number:	
Sub Recipient Award Address:			
If different than award address, sub recipient Place of Performance address:			

PROJECT INFORMATION			
Project Title:			
Prime Sponsor:			
Solicitation Number:		Subrecipient Project Period: -	
Amount Requested:	Cost Share:	Cost Share Amount:	

PROPOSAL DOCUMENTS	
The following documents are included in our proposal submission	
Required Documents	As applicable per sponsor Requirements
Scope of Work	Key Personnel Biographical Sketch
Detailed Budget	Current & Pending Support
Budget Justification	Other

COMPLIANCE <i>Subrecipient's IRB and/or IACUC approval must be provided to SHSU Research and Sponsored Programs Office.</i>		
Our scope of work includes:		
Human Subjects	Approval Date:	Pending
Animal Subjects	Approval Date:	Pending
Recombinant DNA/Transgenic Organisms	Approval Date:	Pending

RESPONSIBLE CONDUCT OF RESEARCH (RCR) (applicable to NSF, NIH, and USDA)
Not applicable; this project is not funded by NSF, NIH, or USDA-NIFA
Not applicable; non-educational institution
For NIH awards, Subrecipient certifies that it will monitor and maintain records for the individual training plans as proposed by subrecipient in accordance with NIH's RCR training requirements.
For NSF awards, Subrecipient certifies 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, and subrecipient has a training program in place and will train all NSF-funded undergraduate students, graduate students, and postdoctoral researchers in accordance with NSF'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 Condition and 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.

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. I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812. **Any work begun and/or expenses incurred prior to execution of a subrecipient agreement are at the Subrecipient’s own risk.**

Authorized Official

Signature of Authorized Institutional Official

Date

Name:

Title:

The below sections must be completed by all Subrecipients without an FDP Clearinghouse profile. Subrecipients with an FDP Clearinghouse profile must complete only the above sections.

1. FACILITIES AND ADMINISTRATIVE RATES

Subrecipient’s federally-negotiated F&A rates for this type of work, or a reduced F&A rate that we hereby agree to accept.

Attached

Available at:

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 indirect 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 used indefinitely.

10% MTDC De Minimis F&A rate

Other rates (Please specify the basis on which the rate has been calculated in Comments Section above)

2. FRINGE BENEFITS

Rates consistent with or lower than our federally-negotiated rates

Attached

Available at:

Other Rates (Please specify the basis on which these rates have been calculated in Comments Section above)

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 Sam Houston State University that includes the SHSU regulations (see: [15.01.03 Financial Conflict of Interest in Research](#), which applies the requirement to all sponsored research) and citation to federal law ([42 C.F.R. Part 50, Subpart F](#))

NOTE: All subrecipient applicants for PHS funds must be in compliance at the time of the application submission.

Attachment A
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 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in 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.C. §§ 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:

Officer 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:
