



Stockton University requires completion of the Subrecipient Commitment Form for all proposed subrecipients prior to proposal submission. The subrecipient's budget, budget justifications, statement of work, and Subrecipient Commitment Form must be sent to the Office of Research and Sponsored Program (ORSP) at least five (5) business days before submission. Please note that subrecipient agreements cannot be fully executed without a complete and up-to-date Subrecipient commitment Form. If you have any questions regarding completion of this form, please contact jennifer.kosakowski@stockton.edu

FOR INTERNAL USE

G#: _____

L#: _____

Date Received: _____

Received by: _____

LEAD INSTITUTION/ENTITY			
Principal Investigator		Project Period of Performance	
Sponsor/Funder			
Project Title			
SUBRECIPIENT			
Legal Name and Address (as listed in SAM.gov)			Subrecipient Requested Amount
Zip (+4)	Congressional District	DUNS Number/UEI	EIN
Type of Organization	Subrecipient Project Period of Performance	Subrecipient Principal Investigator	
PROPOSAL SUBMISSION - The following documents are included in our proposal submission and covered by the certifications below:			
Required Documents		As Applicable Per Sponsor Requirements	
<input type="checkbox"/> Statement of Work (SOW)		<input type="checkbox"/> Key Personnel Biosketch(es)	
<input type="checkbox"/> Budget		<input type="checkbox"/> Other Documents Specify: _____	
<input type="checkbox"/> Budget Justification			
<input type="checkbox"/> Key Personnel Current and Pending Support			
COMPLIANCE - Our scope of work includes:			
<input type="checkbox"/> Human Subjects	Approval Date: _____	<input type="checkbox"/> Pending	<input type="checkbox"/> IRB Approval Attached
*If human subjects are involved, have all Key Personnel completed Human Subjects Training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Animal Subjects	Approval Date: _____	<input type="checkbox"/> Pending	<input type="checkbox"/> IACUC Approval Attached
<input type="checkbox"/> Other	Approval Date: _____	<input type="checkbox"/> Pending	<input type="checkbox"/> Approval Attached
<i>Subrecipient's IRB and/or IACUC approval must be provided to Stockton University's Office of Research and Sponsored Programs, when available, before a subaward will be issued. Please forward these documents as soon as they become available.</i>			
<i>If your organization does not have approval, attach an explanation on how your organization will comply with all U.S. federal regulations and policies for the protection of human and animal subjects.</i>			
BUDGET			
Facilities and Administrative (F&A) Rates			
<input type="checkbox"/> We have applied rates consistent with or lower than our federally-negotiated rates. Our negotiated rate agreement is: _____			
<input type="checkbox"/> F&A rate Agreement Attached <input type="checkbox"/> Available at (enter website): _____			
<input type="checkbox"/> We do not have a federally-negotiated F&A rate, but have applied:			
<input type="checkbox"/> A 10% de minimus rate (the 10% rate will apply to subsequent subawards to your institution from Stockton until you elect to negotiate an F&A rate).			
<input type="checkbox"/> We have applied other rates as required by the prime sponsor policies/guidelines.			
Fringe Benefits Rate			
<input type="checkbox"/> We have applied rates consistent with or lower than our federally-negotiated rates. Our negotiated rate agreement is: _____			
<input type="checkbox"/> Fringe Rate Agreement Attached <input type="checkbox"/> Available at (enter website): _____			
<input type="checkbox"/> We do not have a federally-negotiated fringe benefit rate and have applied actual fringe benefits (specify the benefit categories in the Comments)			
<input type="checkbox"/> We have applied other rates (specify the basis on which rates have been calculated, including elements used in calculation, in the Comments)			
Cost-Sharing			
<input type="checkbox"/> Yes <input type="checkbox"/> No		Subrecipient Cost Amount Contributed: _____	
<i>Cost-sharing amounts and justification should be included in the subrecipient's budget and justification.</i>			

Certifications

Conflict of Interest (COI) – Select One:

- Not applicable because this project is not being funded by PHS (NIH, CDC, AHRQ, etc.) or any other sponsor that has adopted the financial disclosure requirements (NSF, etc.).
 - Subrecipient 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 for Promoting Objectivity in Research” and 45 CFR Part 94 “Responsible Prospective Contractors.” Subrecipient also certifies that, to the best of its 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 subrecipient’s COI policy prior to the expenditures of any funds under any resultant agreement and within a timely manner sufficient to enable timely FCOI reporting.
 - Subrecipient does not have an active and/or enforced COI policy but will have a PHS compliant policy in place and published at the time of award.
- By signing below, subrecipient certifies that the required training will be completed by each investigator prior to engaging in any research related to any PHS funding.

Debarment and Suspension – Answer All:

- Subrecipient, the PI, or any other employee or student participating in this project are*/ are not debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from or ineligible for participation in federal assistance programs, federal contracts, or activities.
- Subrecipient, the PI, or any other employee or student participating in this project are*/ are not presently indicted for, or otherwise criminally or civilly charged by a government entity.
- Subrecipient has*/ has not within the last three (3) years preceding this offer, been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- Subrecipient has*/ has not within the last three (3) years preceding this offer, had any contract terminated for default by any federal agency.

*If checked, explain below in Comments.

Required Institutional Systems

Yes No Does the subrecipient have a self-balancing set of accounts recording cash and other financial resources which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations?

Yes No Does the subrecipient have a procurement system which can record and segregate goods and services for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations?

COMMENTS

APPROVAL FOR SUBRECIPIENT

The information, certifications, and representations above have been read, signed, and made by an authorized institutional official of the subrecipient. The appropriate programmatic and administrative personnel involved in this application are aware of agency policy regarding subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies. The subrecipient institution has the ultimate responsibility for informing Stockton University of any changes to the information captured above. **Any work begun and/or expenses incurred prior to execution of a subaward agreement are at the subrecipient's own risk.**

Name and Title of Subrecipient Authorized Official	Email	Phone
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Signature of Authorized Official