Checklist for Subrecipients*

Before the University of Iowa initiates an Outgoing Subaward and in addition to the information requested/required by the University of Iowa department leading the project, please complete the following:

☐ Form B – Outgoing Subaward Conflict of Interest Questionnaire *(REQUIRED) if funding source has a conflict of interest in research policy, and Subrecipient has not certified compliance on the FDP Clearinghouse website – URL: https://thefdp.org/default/fcoi-clearinghouse/.

If the Subrecipient is not found on the FDP website, this additional form will be sent to the Subrecipient's administrative contact to complete. This form must be completed and returned to the address indicated at the bottom of the page at least three weeks prior to the application submission deadline. If the form is not returned before the deadline, the subrecipient will be removed entirely from the application.

☐ UI Subrecipient Information Form (formerly referred to as Form I)
  ☐ Section 1: UI Information (to be completed by UI Department).
  ☐ Section 2: Subrecipient Project Information (to be completed by UI Department).
  ☐ Section 3: Project Compliance Information (to be completed by UI Department & verified by Subrecipient).
  ☐ Section 4: Subrecipient Entity Information (to be completed by Subrecipient).
  ☐ Attachment 3B (Required for all Subrecipients).
  ☐ Audit and Financial Questionnaire (pages 3 & 4)-only applicable to Subrecipients that DO NOT participate in the FDP Expanded Clearinghouse. https://fdpclearinghouse.org/

Subaward Draft/Signature
The subrecipient organization reviews the Subaward and signs prior to it being signed by the University of Iowa:
  ☐ Signature of an Authorized Official of Subrecipient and date of signature
  ☐ Human Subjects Assurance & FWA (if performing human subjects research)
  ☐ Other applicable compliance documentation requested.
  ☐ Financial Conflict of Interest Certification (as applicable)
  ☐ Reporting compensation (if not exempt)
  ☐ Returns partially executed agreement via DocuSign to the University of Iowa for full execution or email a scanned PDF copy unless subrecipient requires originals.

Questions
Please email dsp-contracts@uiowa.edu or call 319-335-2123 with questions. Please state that the question is related to a subaward (with reference to the subaward number) issued by the University of Iowa.

*A Subrecipient is an entity paid by the University of Iowa to perform a substantive portion of the work funded by a grant or contract issued to the University of Iowa. References to 'Subrecipient' in this form shall mean the Subrecipient, Subcontractor or Collaborator as appropriate for the project.

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