

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.