**Sub-Recipient Named on PHS Application by UI Investigator Process Map**

If Sub-Recipient has certified COI policy on FDP Clearinghouse, it will show on Routing Form

Is FDP certification noted on Routing Form?

No

- If you think this is incorrect, check FDP site

Yes

- Department enters Sub-Recipient Name on Routing Form

Are they on FDP site or have a compliant policy under a different name on FDP site?

No

- No further action is required

Yes

- Department completes the top and bottom portions of Form B and sends to Sub-Recipient for completion

- Attach completed Form B to Routing Form

- COIR Office receives notice from UIRS and reviews Form B(s)

- COR Office solicits disclosures if required

Select "Yes" on the Routing Form, and add comments in the Comment Box

- No further action is required

- Department enters Sub-Recipient Name on Routing Form

- COIR Office sends confirmation email to era@uiowa.edu

- No further action is required. DSP processes submission.

- Approved 6/5/2020

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1. When completing the Form B, please confirm with the principal investigator that the subrecipient individual(s) to be listed on the Form B are considered key personnel.

2. If you have multiple Sub-Recipient organizations, you will need to attach a Form B for each Sub-Recipient organization.