Checklist for Subrecipients*

Before the University of Iowa sends a Subaward
In addition to the information requested/required by the University of Iowa project department, please complete the following:

☐ **Form B – Outgoing Subaward Conflict of Interest Questionnaire** (REQUIRED if funding source is Public Health Service (PHS) and National Science Foundation (NSF), and Subrecipient has not certified compliance on the FDP Clearinghouse website – URL: http://sites.nationalacademies.org/PGA/fdp/PGA_070596). If the UI department is unable to confirm the Subrecipient on the FDP website, this form will be sent to the subrecipient’s administrative contact for completion. 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.

☐ **FORM I – UI Subaward Information Form**
  - Part II: Subrecipient Contact Information and FDP Expanded Clearinghouse participant
  - Part III: If Subrecipient not a participant of the FDP Expanded Clearinghouse, complete this section
  - Part IV: If Subrecipient not a participant of the FDP Expanded Clearinghouse, and the prime funding is PHS or NSF, complete this section
  - Part V: If Subrecipient not a participant of the FDP Expanded Clearinghouse, and the prime funding is federal, complete this section

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**Subaward Draft/Signature**
The subrecipient organization signs the Subaward 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)
☐ Financial Conflict of Interest Certification (PHS and NSF funded subawards only)
☐ Reporting compensation (if not exempt)
☐ Review contract terms
☐ Return partially executed agreement to **University of Iowa** for signature (a scanned PDF copy is preferred unless subrecipient requires originals)

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

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*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.