

Checklist for Subrecipients*

Before the University of South Florida can commence executing a Subaward, please provide a:

Detailed Budget and Budget Justification submitted in the prime sponsor's required format

For cost-reimbursable budgets, include documentation of the subrecipient's fringe benefits rate and F&A costs rate to verify that the subrecipient budget is based on its federally negotiated rates

For other types of budgets (e.g., fixed-fee, etc.), provide justification of the reasonableness of the fee. Please note that fixed price su

Depending on the sponsor's requirements, some of the following may be required:

Description of Facilities, Equipment, and other resources required in the prime sponsor's required format

Leadership Plan (for multiple PI/PD projects with specific requirements)

Description of the governance and oversight structure and the research project including key decisions on scientific direction, milestones, and deliverables

Delineation of the roles and administrative responsibilities for the project or subproject, including live vertebrate animal subject studies

Distribution of budget resources.

In addition to any other compliance information, please provide the following to the University of South Florida's Sponsored Research division, if applicable:

**Subrecipient Information and Compliance Certification Form for Non-Federal
Demonstration Partnership Expanded Clearinghouse Participants (SICCF)**

Entities not participating in the Federal Demonstration Partnership's Expanded Clearinghouse initiative must complete and submit the SICCF form. See

Before the subaward is issued by the University, and where applicable, the subrecipient will need to indicate on the Subrecipient Information and Compliance Certification form if: a) USF's Conflict of Interest will be followed; b) if the subsite's Conflict of Interest Policy will be followed; or, c) if the sponsor's Conflict of Interest policy will be followed.

For PHS-funded projects, USF Subrecipient COI Disclosure Forms A/B are required to be submitted electronically

