

UI Subaward Initiation Form (FORM I)

UI Department completes Part I, sends to Subrecipient to complete remaining and applicable Parts.
Completed Form I is an attachment requirement for NEW subaward requests.

Subrecipients of University of Iowa (UI) funds are required to submit certain information based on university, state and/or federal policy.

Part I: UI Project Information; to be completed by **UI Department** **ALWAYS REQUIRED**

For each subaward request, UI Department will complete Part I, email to Subrecipient for final completion, then attach to the eDSP Outgoing Subaward Request.

A. UI (Pass Through Entity "PTE") PROJECT INFORMATION

PART A.i.

UI PI:

Prime Sponsor:

Project Title:

Grant Program #:

UI Department Contact email:

PART A.ii.

Yes

No

Prime Sponsor is a federal agency

B. SUBAWARD PROJECT INFORMATION

Subaward Amount (current increment):

Subaward Budget Period:

Subaward Project Period:

Part II: Subrecipient Information; to be completed by **Subrecipient** **ALWAYS REQUIRED**

For each subaward request, the Subrecipient will complete the remaining applicable sections and return to the UI ("PTE") Contact listed in Part I.A via email. This form will be required before draft of subaward is issued.

A. SUBRECIPIENT INSTITUTION INFORMATION

Subrecipient Organization Legal Name:

Empl. ID No. (EIN), US Entities only:

Dun and Bradstreet Number (DUNS):

Congressional District of Place of Performance if different than address (ex: IA-002):

Institution Type:

Yes No Subrecipient participates in the [FDP Expanded Clearinghouse](#)

(NOTE: This is **NOT** the same as the **FDP COI Clearinghouse**.)

Click link for FDP Expanded Clearinghouse to check if your institution participates in the Expanded Clearinghouse.)

B. SUBAWARD CONTACT INFORMATION

Spon. Prog. Admin. Contact:

Street Addr:

City, St & Zip:

Email:

Tel:

Auth. Official Name:

Street Addr:

City, St & Zip:

Email:

Tel:

Subrecipient PI:

Street Addr:

City, St & Zip:

Email:

Is the Subrecipient PI presently debarred or suspended?

Yes No

Comments:

C. PROJECT INFORMATION FOR THIS AGREEMENT

F&A Rate for this agreement:

%

Financial Contact Name:

Street Addr:

Place of Performance (if different from above address):

City, St & Zip:

Email:

Tel:

Street Addr:

City, St & Zip:

Is this the remittance address: Yes No

If no, please list address if your institution is not on the FDP Expanded Clearinghouse:

Regarding the person completing this form on behalf of Subrecipient institution, please provide a name and email contact:

Name:

Email:

If your institution is on the FDP Expanded Clearinghouse, stop here and return form to UI Department contact listed in Part I.A.i. above.

All other institutions continue to Part III.

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Part III: For non-FDP Expanded Clearinghouse subrecipients.

A. Other Subrecipient Information - Always Required

- | | | |
|---|-----|----|
| 1. Is Subrecipient institution currently registered in SAM.gov? | Yes | No |
| 2. Does your institution have a negotiated F&A Rate Agreement?
If yes, please provide a copy or URL: | Yes | No |

Federal regulations require organizations receiving federal financial assistance above a specified threshold (\$750,000) in a fiscal year to have a compliance or program audit performed. 2 CFR 200-Subpart F requires the University of Iowa to ensure your organization, as a Subrecipient, is in compliance with Federal requirements.

3. Has your institution completed a Single Audit in accordance with 2CFR Part 200 - Subpart F?

Yes - please provide information from most recently completed audit:

Provide a copy or URL to your Audit or Corrective Action Plan:

Continue to Part III.C.

No - indicate reason and complete Part III.B., Financial Questionnaire:

B. Financial Questionnaire - Required if Part III.A.3 answer is 'no'

To assist with our review, it is strongly recommended you attach a copy or provide a URL to the most recently completed audited financial statement, and an independent auditor's letter.

C. FINANCIAL CONFLICT OF INTEREST - Always Required

Yes No Subrecipient is listed on the [FDP COI Clearinghouse](#)

If no, here is a link for Form B, the Subrecipient Conflict of Interest Questionnaire.

D. Subrecipient is exempt from reporting compensation (FFATA)

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Yes No Subrecipient is exempt from reporting compensation (FFATA)

Officer 1 Name:	Officer 2 Name:
Officer 1 Compensation:	Officer 2 Compensation:
Officer 3 Name:	Officer 4 Name:
Officer 3 Compensation:	Officer 4 Compensation:
Officer 5 Name:	
Officer 5 Compensation:	

Please return this Form I and any applicable attachments via email to the UI Department Contact listed in Part I.A.
