

## Subaward Responsibility Matrix

Documents	PI	SUBRECIPIENT	FA
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### FDP Attachments\*

3A - Pass-Through Entity (PTE) Contacts	√		x
3B - Subrecipient Contacts	x	√	
3B-2 Highest Compensated Officers - if applicable		√	
4 - Reporting and Prior Approval Terms	√	√	x
5 - Statement of Work, Cost Sharing, Indirects & Budget / Payment Schedule (Fixed Price)	√	√	x

### Tax Clearance

Current Certificate of Vendor Compliance / Hawaii State Tax Clearance - if applicable	x	√	x
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### Commitment Form\*\*

S-1 "Subrecipient Commitment Form"	x	√	x
S-1 FDP "Subrecipient Commitment Form - FDP Expanded Clearinghouse"	x	√	x

### System for Award Management (SAM)

Active SAM Registration	x	√	x
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√	Primary responsibility - complete/obtain
x	Secondary responsibility - review / confirm
*	If FDP Subaward template not used, apply accordingly
**	Select applicable Subrecipient Commitment Form based on subrecipient's participation in FDP Expanded Clearinghouse
Note:	The subaward packet should be reviewed by the FA for accuracy and completeness prior to submission to ORS.