



UH-Issued Subaward Checklist

Dear Principal Investigator:

Your extramural award proposes the use of a subrecipient. In order for UH to issue a subaward, please obtain the following items, have your fiscal administrator (FA) review the entire subaward packet, and email the completed packet to subaward@hawaii.edu. Please also provide the myGRANT prime award ID (e.g., 012345-00002) which is included in the email subject line of your extramural award notice.

1. Attachment 3A "Pass-Through Entity (PTE) Contacts" (pre-filled form posted at: http://www.ors.hawaii.edu/files/compliance/FDP_Subaward_Attachment_3A.pdf).
2. Complete the FDP forms posted at <http://www.ors.hawaii.edu/index.php/apply/forms> and email the completed forms with the attached Subrecipient Checklist to your subrecipient for review and/or completion:
 - Attachment 3B "Subrecipient Contacts"
 - Attachment 3B-2 "Highest Compensated Officers" (if applicable)
 - Attachment 4 "Reporting and Prior Approval Terms"
 - Attachment 5 "Statement of Work, Cost Sharing, Indirects & Budget"NOTE: If there are special circumstances, or if the FDP template will not be utilized, please contact ORS at subaward@hawaii.edu to determine which forms need to be submitted.
3. Using the attached "Subrecipient Checklist", obtain the documents listed below from your subrecipient. Additional information and instructions are provided on the checklist.
 - Copy of current Certificate of Vendor Compliance / Hawaii State Tax Clearance Certificate
 - Applicable S-1 "Subrecipient Commitment Form" or S-1 FDP "Subrecipient Commitment Form – FDP Expanded Clearinghouse Participant", including all applicable supporting documents (e.g., F&A rate agreement, IRB/IACUC approvals, audit report, non-UH FCOI form)
 - S-2 "Subrecipient Questionnaire" if the subrecipient is not required to undergo a Single Audit.
 - PDF version or screenshot of System for Award Management (SAM) search results showing that the subrecipient has an active SAM registration.

Please note that an incomplete or incorrect submission will delay issuance of a subaward. Please email subaward@hawaii.edu if you have any questions.



Subrecipient Checklist (Request from Subrecipient)

SUB'S REGISTERED NAME IN DUNS: _____

NOTE: THE SUBAWARD WILL BE ISSUED TO THE REGISTERED NAME IN DUNS AS REQUIRED BY 2 CFR 200.331.

SUB'S PI: _____ UH PI: _____

SUBMITTED PROPOSAL TITLE: _____

PERFORMANCE PERIOD START DATE: _____ END DATE: _____

SUBAWARD AMOUNT: _____

The University of Hawaii (UH) has accepted a prime award that proposes the use of your entity as a subrecipient. In order for UH to issue a subaward to your entity, please follow the instructions below.

1. Complete/confirm information on the following at www.ors.hawaii.edu/index.php/apply/forms:
 - Attachment 3B "Subrecipient Contacts"
 - Attachment 3B-2 "Highest Compensated Officers" (if applicable)
 - Attachment 4 "Reporting and Prior Approval Terms"
 - Attachment 5 "Statement of Work, Cost Sharing, Indirects & Budget / Payment Schedule"

2. Certificate of Vendor Compliance / Hawaii State Tax Clearance from Hawaii Compliance Express (see <https://vendors.ehawaii.gov/hce/splash/welcome.html>).
 NOTE: Hawaii Revised Statutes § 103-53 requires subrecipients to provide proof of tax clearance from the State of Hawaii Department of Taxation and the Internal Revenue Service prior to entering into agreements with cumulative totals of \$25,000 or more. A tax clearance is not required for agreements under \$25,000 or with domestic, foreign, municipal, county, state or federal government agencies, or with public higher education institutions. By law, UH cannot execute an agreement without your entity's current tax clearance. Any work performed without a fully executed subaward agreement and a Hawaii State Tax Clearance is at your entity's own risk.

3. S-1 "Subrecipient Commitment Form" or S-1 FDP "Subrecipient Commitment Form – FDP Expanded Clearinghouse Participant" (see www.ors.hawaii.edu/index.php/apply/forms).
 An "S-1" must be completed in order for UH to obtain required certifications and ensure the subrecipient's compliance with applicable rules and regulations. If you are an FDP Expanded Clearinghouse participant, complete the "S-1 FDP" form instead. Detailed instructions for each form are posted at the above link.

4. S-2 "Subrecipient Questionnaire" (see www.ors.hawaii.edu/index.php/apply/forms). This form must be completed if your entity is not required to undergo a Single Audit.

5. PDF version or screenshot of System for Award Management (SAM) search results showing that the subrecipient has an active SAM registration, required to do business with the federal government. Refer to <https://www.sam.gov/SAM/>.

Please provide the requested documents to your UH PI. If you have any questions regarding the above, please contact ORS Compliance at subaward@hawaii.edu.