

Date: *xx/xx/xx*

Subject: PO #*Zxxxxx*

Dear *Subrecipient*,

In accordance with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act), the University of Hawaii must provide the Federal government with information regarding this subaward / subcontract. FFATA requires the establishment of a single, searchable website that contains information on all Federal spending awards.

In order for us to process this subaward, please complete the *“FDP’s Research Subaward Agreement” for subawards executed on the FDP template or the “FFATA Data Collections” for* all other subawards and submitto UH.

In addition please provide verification of valid registration in the System for Award Management (SAM), the registration system for entities that conduct business with the federal government. If you need to register with SAM, go to http://www.sam.gov, select ”search records and enter your DUNS#. Registration must be valid for at least two months after the anticipated PO encumbrance date.

Additional information regarding FFATA reporting requirements is available at <http://www.ors.hawaii.edu/>. If you have any questions regarding FFATA, please contact the University of Hawaii’s Office of Research Services – Compliance section at [compliance@ors.hawaii.edu](mailto:compliance@ors.hawaii.edu).

Thank you for your assistance.