



Subrecipient Checklist (Request from Subrecipient)

SUBRECIPIENT'S REGISTERED NAME IN SAM: _____

NOTE: THE SUBAWARD WILL BE ISSUED TO THE REGISTERED NAME ASSOCIATED WITH ITS UNIQUE ENTITY IDENTIFIER (UEI) AS REQUIRED BY 2 CFR 200.331.

SUBRECIPIENT'S PI: _____ UH PI: _____

SUBMITTED PROPOSAL TITLE: _____

PERFORMANCE PERIOD START DATE: _____ END DATE: _____

SUBAWARD AMOUNT: _____

In order for UH to issue a subaward to your entity, please follow the instructions below and provide the requested documents to your UH PI.

1. Complete/confirm information on the following forms received from UH:
(These forms are also available under [Agreement Templates](https://research.hawaii.edu/ors/resources/#forms) at <https://research.hawaii.edu/ors/resources/#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. Provide a Compliant "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 own risk.
3. S-1 "Subrecipient Commitment Form" or S-1 FDP "Project Specific Questionnaire – FDP Expanded Clearinghouse Participant" (These forms are available under [Subrecipient Forms](https://research.hawaii.edu/ors/resources/#forms) at <https://research.hawaii.edu/ors/resources/#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"](#). This form must be completed if your entity is not required to undergo a Single Audit.
5. Record of an active System for Award Management (SAM) registration. (Refer to <https://www.sam.gov/SAM/>) If you do not receive any direct federal awards, a UEI obtained through SAM is acceptable. (Refer to [Quick Guide](#) at fsd.gov) Note: Not required for FDP Expanded Clearinghouse Participants.