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.


2. Fill in the following attachments posted under Agreement Templates at https://research.hawaii.edu/ors/resources/#forms and email them 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.
   - Compliant Certificate of Vendor Compliance / Hawaii State Tax Clearance Certificate
   - Applicable S-1 “Subrecipient Commitment Form” or S-1 FDP “Project Specific Questionnaire – 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.
   - Record of an active System for Award Management (SAM) registration or a Unique Entity Identifier (UEI) if the subrecipient does not receive any direct federal awards. Note: Not required for FDP Expanded Clearinghouse participants.
   - Small Business Subcontracting Plan for subcontracts subject to FAR 52.219-9.

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