Subrecipient Profile Questionnaire

OMB Uniform Guidance, 2 CFR Part 200.331, requires all pass through entities of Federal funds to monitor subawards to ensure subrecipients have met the audit requirement under 2 CFR Part 200 Subpart F and are monitoring the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Once this form has been completed, please return to Holly K. Kasem-Beg, subawards@uconn.edu

1. Institution’s Name:  
   Address (Administrative Office):  
   City, State, and Zip:  

2. What is your organization type? (Check one)  
   [ ] Connecticut State  
   [ ] Corporation  
   [ ] Federal Government  
   [ ] Foreign Government  
   [ ] Foundation  
   [ ] Individual  
   [ ] Non-Profit Org  
   [ ] Other State (Non-CT)/Local Govt.  
   [ ] University  

3. Does your organization maintain an inventory for Government property that identifies purchase date, cost, vendor, description, serial number, location and ultimate disposition data?  
   [ ] Yes  
   [ ] No  
   [ ] N/A  

4. For NSF funded awards, does your organization, in accordance with the NSF Proposal & Award Policies and Procedures Guide, Part II, Award & Administration Guide (AAG) Chapter IV.B., have a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students and postdoctoral researchers who will be supported by NSF to conduct research?  
   [ ] Yes  
   [ ] No  
   [ ] N/A  

5. Does your organization receive funding directly from any federal agencies?  
   [ ] Yes  
   [ ] No  
   If yes, will this award result in your organization exceeding $750,000.00 in federal funding this fiscal year?  
   [ ] Yes  
   [ ] No  

6. Is your organization required to comply with OMB Circular A133/Uniform Guidance, 2CFR Part 200 Subpart F?  
   If NO, Answer questions 7 – 13.  
   [ ] Yes  
   [ ] No  

   If the Answer provided in number 6 above was YES, questions 7 – 13 do not need to be completed.  

7. Will your organization adhere to OMB Uniform Guidance 2CFR Part 200 regulations under the proposed subaward?  
   [ ] Yes  
   [ ] No  

8. Does your organization have a financial management system that provides records that can identify the source and application of funds for award-supported activities and keeps expenses related to the subaward separate from other organizational expenses?  
   [ ] Yes  
   [ ] No  

9. Does the financial system provide for the control and accountability of project funds, property, and other assets?  
   [ ] Yes  
   [ ] No  

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10. Does your organization have a formal, written personnel policy that addresses:
   - Pay Rates and Benefits? [ ]Yes [ ]No
   - Time and Attendance? [ ]Yes [ ]No
   - Leave? [ ]Yes [ ]No

11. Describe the method that your organization uses to support labor and benefit charges.

12. Does your organization have formal written travel policy and/or procedures?  
   [ ]Yes [ ]No

13. Does your organization have formal written purchasing policy and/or procedures?  
   [ ]Yes [ ]No

Name (please type or print legibly): __________________________ ___________________
Title (please type or print legibly): ____________________________________________
Signed: ________________________________________________________________
Date: _________________________________________________________________