

## Subrecipient Profile Questionnaire

Instructions: Complete and return all pages. FDP Clearinghouse Members Complete Sections I & II and sign on page 4. Return to the requestor's email or [subawards@mit.edu](mailto:subawards@mit.edu)

### I. Subrecipient General Information

Legal Name of Organization (must match UEI name)

Legal Address (must match UEI)

Congressional District

Type of Organization

Is the Organization a Small or Small Disadvantaged Business?  
(as defined by [13 CFR 121 Subpart A](#))

Type of Small or Small Disadvantaged Business

General Organization Description / Mission

Web address of Organization

Country of incorporation / primary legal registration

Names of Chief Executive Officers (President / Director, Chief Financial Officer, etc.)

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Unique Entity ID (UEI) \_\_\_\_\_ DUNS \_\_\_\_\_

Registered in SAM? \_\_\_\_\_ SAM Expiration Date \_\_\_\_\_

Number of Employees:      Full-time                      Part-time

Is Subrecipient owned or controlled by a parent entity?  
If yes, provide parent entity legal name, address, DUNS/UEI

## II. Certifications

### Subrecipient / PI Debarment and Suspension

The Subrecipient certifies that the Subrecipient entity and its officers:

Are not presently debarred, suspended, proposed for debarment, or declared ineligible for award of federal contracts.

Are not presently indicted for, or otherwise criminally or civilly charged by a government entity.

Have not within the previous three (3) years been convicted of or had a civil or criminal judgment rendered against them.

(If False, please provide details in a separate attached document)

Has not within previous three (3) years had any contracts or sub-contracts terminated for default, breach of terms, or failure to meet contract deliverables by any entity or government agency.

### Export Control

Subrecipient certifies that neither it nor any persons or entities (paid or non-paid) including its officers are prohibited/denied persons or entities under U.S. federal export control regulations.

### Audit Status

Does Subrecipient conduct an annual audit in accordance with Uniform Guidance ([2 CFR 200.500 Subpart F](#))?

If yes, please attach a copy of the most recent audit or a URL link to the document.

URL link

If Subrecipient does conduct such an audit annually, were there any Audit findings related to research funding or Material Weaknesses, Significant Deficiencies, or Instances of Material Non-Compliance?

If yes, please attach a separate page describing the findings.

If organization does not have audited financial statements, please submit a copy of the organization's Balance Sheet and Revenue and Expense Statement for the current fiscal or calendar year.

### Indirect Rates

Does Subrecipient Organization have a federally approved indirect rate?

If yes, please provide the URL link to the rate sheet or attach a copy of the rate agreement.

URL link

### Conflict of Interest

Does Subrecipient Organization have a Conflict of Interest Policy?

If yes, is it compliant with PHS standards as found at: [42 CFR Part 50 F and 45 CFR Part 94](#)?

### III. Financial Information

#### General

Total revenue for the last complete fiscal year (US\$):

Approximate current available cash balance (US\$):

#### Funding History

Has Subrecipient ever received funds from a contract, subcontract or financial assistance award?

If yes, please provide the name of the US federal agency, the federal award ID #, the grant period, and the amount of funds for the most recent award.

Federal Award ID: Funding Amount

Start date End date

#### Accounting System

*The purpose of an accounting system is to: 1) accurately record all financial transactions, and 2) ensure that invoices, timesheets, and other documentation support all financial transactions. The type of accounting system often depends on the size of the organization. Some organizations may have computerized accounting systems, while others use a manual system to record each transaction in a ledger. In either case, award funds must be properly authorized, used for the intended purpose, and recorded in an organized and consistent manner.*

Does Subrecipient follow Generally Accepted Accounting Procedures?

If no, please describe what system is used and/or explain how transactions are recorded, cash disbursements are made, and account system is managed.

Does Subrecipient Accounting System:

- Generate reports that Identify the source and expenditure funds?
- Segregate direct from indirect costs?
- Provide for the control and accountability of funds by contract?
- Allocate labor and benefit expenses that enable tracking specific charges by individual?
- Are financial reports prepared on a cash basis or accrual basis?
- Do accounting records separate the receipts and payments of an award from the receipts and payments of other activities?
- Are invoices, vouchers, and timesheets for all payments made from award funds saved in an accessible format for future review or audit?
- Are timesheets kept for each paid employee?

#### IV. Internal Control Policies

Does Subrecipient Organization have written policies for the following:

- Anti-Discrimination?
- Purchasing?
- Time and Effort Reporting?
- Leave?
- Travel?
- Pay Rates?
- Property/Inventory?

Please provide the name and address of Subrecipient organization's official bank:

Name of Bank

Address of Bank

Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit?

If yes, please explain:

#### V. Additional Comments & Special Considerations

To be signed by an authorized signatory, who has been given the power to sign a document, contracts, instruments, agreements or legally binding document on behalf of the organization.

I certify that the information provided herein is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please type full name of signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_