

UNIVERSITY OF ALASKA FAIRBANKS

Subrecipient Questionnaire

Name of Organization: _____

Business Address: _____

Name & Title of Person Responsible for Financial Matters: _____

Telephone Number: _____

1. Has your organization previously done work with the Federal government? YES NO

2. If yes, please list the last three agreements and note whether it was a prime award or lower tier contract?

Awarding Agency: _____ Award Period: _____

Awarding Agency: _____ Award Period: _____

Awarding Agency: _____ Award Period: _____

3. Does your organization have a designated federal cognizant audit agency?

7. Will your organization adhere to Cost Accounting Standards Board (CASB) regulations under the proposed subcontract? (FAR Part 31) YES NO

If Yes, proceed to question 10.

8. Does your organization have a financial management system that provides records to identify the source and application of funds for award supported activities? (Refer to FAR 52.219-7) YES NO

9. Does your organization's system provide for the control and accountability of project funds, property, and other assets? YES NO Don't Know

10. Does your organization have a formal, written personnel policy that addresses?

Pay Rates & Benefits YES NO

Time & Attendance YES NO

Leave YES NO

Discrimination YES NO

Neopotism YES NO

Conflict of Interest YES NO

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

12. Does your organization have a formal, written travel policy? YES NO Don't Know

13. Does your organization have a formal, written purchasing procedure? YES NO Don't Know

14. Does your organization maintain an inventory for Government property that, at a minimum, identifies purchase date, cost, vendor, description, serial number, location and ultimate disposition data? (Refer to FAR Part 45) YES NO Don't Know

Name and Title of owner, sole proprietor or officer of organization able to certify to the accuracy of this completed questionnaire.

Name: _____

Title: _____

Signature: _____

Date: _____

Name of Principal Investigator: _____

REVIEWED- Procurement & Research Services	
_____ Signature	_____ Date

REVIEWED- Office of Grants & Contracts	
_____ Signature	_____ Date