

## Subaward:

<u>Prime Awardee ("University")</u>  Auburn University Office of Sponsored Programs 310 Samford Hall Auburn University, AL 36849-5131	<u>Subrecipient ("Subrecipient")</u>
University PI:	Subrecipient PI:
Source of Funding: Prime Sponsor: Prime Agreement No:	Proposal/Project Title:
Start Date: End Date:	Amount Awarded: Cost-share Required:
Cost Reimbursable  Fixed Price	Payment Schedule: Monthly Quarterly Other:
Technical Report Submission Requirements:	

### Terms and Conditions

- 1) University hereby awards a Subaward as described above to Subrecipient. The statement of work and budget for this Subaward are appended as Attachments 1 and 2 respectively. In its performance of the Subaward, Subrecipient shall be an independent entity and shall not be considered in any way an employee or agent of University.
- 2) Subrecipient shall invoice University as noted above for allowable costs or in accordance with the payment schedule identified above. All invoices shall be submitted using Subrecipient's standard invoice or the University's Subrecipient Invoice (<https://cws.auburn.edu/ovpr/pm/forms#PREPARE&SUBMIT>), but at a minimum shall include current and cumulative costs, Subaward number, and certification as to truth and accuracy of invoice. *Invoices that do not reference University's Subaward number shall be returned to Subrecipient.* Cost-sharing, if required, should be reported with each invoice. Payments may be withheld until receipt of required cost-share, reports, and/or close-out documentation. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party referenced in Attachment 3.
- 3) A final invoice, marked "FINAL" must be submitted to the University NO LATER THAN \_\_\_\_\_ days after Subaward end date. Invoices submitted after this deadline may not be paid. Prior to payment of final invoice under this Subaward, Subrecipient shall complete the Close-out Requirements of Attachment 4.
- 4) All payments shall be considered provisional and subject to adjustment in the event adjustment is necessary as a result of an adverse audit finding against the Subrecipient. Subrecipient agrees to permit University, its agents and/or federal auditor(s)/official(s) to have access to its records and financial records as may be necessary.
- 5) Matters concerning the technical performance of this Subaward should be directed to the appropriate party's Principal Investigator, as shown in Attachment 3. Technical reports are required as shown above.
- 6) Matters concerning the request or negotiation of any changes in the terms, conditions, amounts cited, or attachments in the Subaward must be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes made to this Subaward require the written approval of each party's Authorized Official, as shown in Attachment 3. All amendments to this Subaward shall be made in writing and shall be executed by both parties.



**Attachment 1 - Subrecipient Scope of Work**

**Attachment 2 - Subrecipient Budget**

**Attachment 3 - University and Subrecipient Contacts**

**Attachment 4 - Close-Out Requirements (required before final payment made)**

**Attachment 5 - Special Terms and Conditions (if applicable)**

Subrecipient Scope of Work

Subrecipient Budget

## University and Subrecipient Contacts

University Contacts	Subrecipient Contacts
<p><b>Administrative Contact</b></p> <p>Name: Leigh Stephens Contracts and Grants Administrator I</p> <p>Address: Auburn University Office of Sponsored Programs 310 Samford Hall Auburn, AL 36849-5131</p> <p>Telephone: (334) 844-5957</p> <p>Fax: (334) 844-5953</p> <p>Email: leigh.stephens@auburn.edu</p>	<p><b>Administrative Contact</b></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Fax:</p> <p>Email:</p>
<p><b>Principal Investigator</b></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p>	<p><b>Principal Investigator</b></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Fax:</p> <p>Email:</p>
<p><b>Mail Invoices To</b></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Fax:</p> <p>Email:</p>	<p><b>Financial Contact</b></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Fax:</p> <p>Email:</p>
<p><b>Authorized Official</b></p> <p>Name: John M. Mason Vice President for Research and Economic Development</p> <p>Address: Auburn University Office for Sponsored Programs 310 Samford Hall Auburn, AL 36849-5131</p> <p>Telephone: 334-844-4438</p> <p>Fax: 334-844-5953</p> <p>Email: ospadmn@auburn.edu</p>	<p><b>Authorized Official</b></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Fax:</p> <p>Email:</p> <p>Subrecipient Tax ID #:</p>

## Subaward Close-Out Requirements

As a subrecipient of Auburn University you will be required to submit a list of equipment purchased and a copy of your invention disclosure report along with your final invoice and a signed copy of this form. **Final invoice will not be processed for payment until all close-out documentation has been received.**

Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ Final invoice has been mailed.

\_\_\_\_\_ There are NO outstanding claims against this Subaward. (No further claims will be honored after this block has been checked and this form has been signed and returned to Auburn University.)

\_\_\_\_\_ Only the amount included in the Final Invoice \$ \_\_\_\_\_ is due. When the Final invoice is paid by Auburn University, there will be no further claims against this Subaward.

\_\_\_\_\_ Required cost-share has been met and reported

\_\_\_\_\_ Patents and/or inventions are pending. Please see attached documentation.

\_\_\_\_\_ There are no patents or inventions to report under this Subaward.

\_\_\_\_\_ Technical report completed and mailed to AU-PI on this date: \_\_\_\_\_

\_\_\_\_\_ There is neither government furnished equipment nor equipment purchased with money from this Subaward to be reported under this Subaward. *(Auburn University's definition of Equipment is an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit).*

\_\_\_\_\_ Equipment purchased: (Please attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify the above information is correct and in accordance with the terms of the Subaward. Subrecipient does hereby remise, release, and discharge the University, its officers, agents and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said subcontract.

Subrecipient's Authorized Representative

Date

**Return to: Leigh Stephens, Office of Sponsored Programs, 310 Samford Hall, Auburn University, AL 36849-5131, (334) 844-5957, [leigh.stephens@auburn.edu](mailto:leigh.stephens@auburn.edu)**

Special Terms and Conditions

Certification Letter