



# OFFICE OF SPONSORED PROGRAMS

Charles R. Drew University of Medicine and Science

## FAIR & REASONABLE COST ANALYSIS FOR SUBAWARDS UNDER GRANTS AND COOPERATIVE AGREEMENTS

When proposing any subaward for a sponsored research project to be funded under a grant or cooperative agreement, CDU policy requires a cost/price analysis and related information. please complete the following and submit it to the CDU Office of Sponsored Programs at proposal stage:

### Background/Purpose

Subaward proposed to: \_\_\_\_\_

Research effort title: \_\_\_\_\_

Research sponsored by (i.e. federal agency): \_\_\_\_\_

CDU PI is: \_\_\_\_\_

Proposed subaward total amount: \$ \_\_\_\_\_

Subaward period of performance: From: \_\_\_\_\_ To: \_\_\_\_\_

Subrecipient entity was selected based upon its fiscal responsibility, potential ability to perform the subaward successfully, technical expertise, and accessibility to technical and other necessary resources.

### When Was Subrecipient Selected? (*check the appropriate box*)

- Subrecipient's proposal was included in CDU's proposal package and was evaluated by the prime sponsor along with CDU as part of the overall selection process conducted pursuant to the sponsor's guidelines. At that time, the technical aspects of the subrecipient's proposal were acceptable to the sponsor, and therefore, this subrecipient is the logical choice for this award.
- This subrecipient was not included in CDU's proposal package. (**Sole Source Justification required**)

### Cost/Price Reasonableness

- All costs proposed by subrecipient under this subaward were reviewed and approved by the CDU principal investigator as reasonable and necessary for the proposed scope of work.**

#### Items to be reviewed when applicable include the following:

- Salaries, type of personnel, and level of effort have been reviewed and appear reasonable for the proposed scope of work.
- Specific equipment items and/or supplies are separately listed and are appropriately based on standard or catalog prices, or vendor quotes.
- The travel appears to be necessary, and trips are priced separately and correctly, based on both technical review and review of published air fares, hotel rates and per diem rates.
- All other significant costs are separately itemized and are reasonable.

**SOLE SOURCE JUSTIFICATION**

**MANDATORY-ONLY IF SUBAWARD HAS NOT BEEN APPROVED BY SPONSOR.**

1. What are the unique features or skills that are required and why are these particular features or skills necessary?  
\_\_\_\_\_
2. Why is the proposed subrecipient unique?  
\_\_\_\_\_
3. Which other subrecipient(s) were considered?  
\_\_\_\_\_
4. The reasons (other than cost) that this subrecipient was selected over others are as follows:  
\_\_\_\_\_

**Conflict of Interest**

CDU Principal Investigator certifies that he/she  Does  Does Not have a financial interest of any kind in the proposed Subrecipient. If the Principal Investigator does have a financial interest, a copy of the Financial Disclosure form must be completed and attached along with the management plan.

**PI Verification**

All costs proposed by the Subrecipient under this Subaward were reviewed and the costs proposed are found to be allowable, allocable, and reasonable for the proposed Statement of Work and are approved by the undersigned CDU Principal Investigator.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE FORWARD THIS COMPLETED FORM WITH BACKUP DOCUMENTATION TO THE OFFICE OF SPONSORED PROGRAMS.**