



POLICY

Subrecipient Responsibilities

Topic: Sponsored Awards Admin & Mgmt	Category: Subawards	Policy No: 5.70.03	Effective Date: 12/26/14	Page No: 1 of 1
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Purpose: To provide guidance to Boyce Thompson Institute for Plant Research (BTI) subawardees regarding their responsibilities for appropriate performance on a sponsored award.

Policy:

1. It is the policy of BTI that subrecipients must comply with the following responsibilities:
 - Comply with all contract terms and conditions set forth in the subaward / subcontract agreement.
 - A. OMB Circulars 2 CFR 200 and A-133 are the guides for flow down from a federal assistance award.
 - Submit invoices with signed certification and detailed by budget line item to BTI no more frequently than monthly, but at least quarterly.
 - Maintain acceptable financial systems and accurate records that identifies the expenditures of project funds.
 - Maintain effective control over and accountability for all funds, property, and other assets.
 - Maintain consistency with applicable cost principles.
 - Maintain communication with the BTI principal investigator.
 - Ensure all reporting requirements are met.
 - Submit final invoice and closeout documentation within 90 days after termination date.
 - Comply with record and retention requirements.
 - Provide certification for proposals on federal proposals that exceed \$500,000.