

Pre-Award Checklist for Subrecipients

It is recommended that Subrecipients begin the process of gathering supporting documentation at the time of sponsor funding application, so all are complete by the time the award is funded and a Subaward is needed. Subrecipients should be prepared to complete the following before an agreement with Georgia Institute of Technology (GIT) is fully executed:

- Register on [SAM.gov](https://sam.gov) and provide the corresponding Unique Entity Identification (UEI) Number. If a Subrecipient needs assistance in registering on SAM.gov, they can utilize this [step-by-step video](#) or contact the [SAM.gov Helpdesk](#).
- Provide a copy of the organization's most recent Single Audit OR complete a Single Audit Certification.
- Note: Awards governed by the Federal Acquisition Regulations (FAR), may also require accounting certification regarding compliance with FAR Part 31, Contract Cost Principles and Procedures or Generally Accepted Accounting Principles (GAAP) or letters of approval from cognizant governing agency.
- Provide a Certificate of Insurance with coverage that meets GIT standards (see Attachment 1).
- Provide a Conflict of Interest Policy.
- Provide a Negotiated Indirect Cost Rate Agreement.
- Provide an E-Verify affidavit
 - Foreign Subawardees not doing work in the United States and Subawardees with less than 10 employees are exempt.
- Disclose restrictions on any intellectual property or data rights planned to be used on the research project.
- If contract exceeds \$2 million, Certificate of Current Cost or Pricing in accordance with FAR 15.406-2.
- If animals are involved in subaward, copy of Institutional Review Board approval.
- If humans are involved in subaward, copy of Institutional Review Board approval.
- If applicable, certification or statement attesting to only purchasing materials/electronic parts from the original equipment manufacturer (OEM) in accordance with 48 CFR 252.246-7007 Contractor Counterfeit Electronic Part Detection and Avoidance System.

Subrecipients should be prepared to complete the following annually thereafter:

- Renew registration on [SAM.gov](https://sam.gov) and provide the corresponding Unique Entity Identification (UEI) Number.
- Provide an updated copy of their organization's Single Audit OR complete an updated Single Audit Certification.

Attachment 1

INSURANCE COVERAGE REQUIREMENTS

Workers Compensation Insurance (WC):

WC Insurance is required in the amounts of the statutory limits established by the General Assembly of the State of Georgia. If Subgrantee is self-insured, Subgrantee must submit a certificate from the Georgia Board of Workers Compensation stating the Subgrantee qualifies to pay its own workers compensation claims. In addition, Subgrantee shall require all of its subcontractors performing work under this Agreement to obtain an insurance certificate showing proof of Workers Compensation Coverage.

REQUIRED FOR ALL CONTRACTS

[NO EXEMPTIONS]

Employer's Liability Insurance

\$3,000,000

Each Accident Limit

\$1,000,000

Each Employee for Disease

\$1,000,000

Commercial General Liability (CGL):

Commercial General Liability coverage shall be written on the Insurance Services Office (ISO) occurrence form CG 00 01 or a substitute form providing equivalent coverage and shall cover liability arising from Subgrantee's use, occupancy and operations at or of Locations on the GIT Campus, including, but not limited to, damage to Locations or GIT Campus rented to Subgrantee, its independent contractors, products-completed, operations, personal & advertising injury cross liability coverage, and liability assumed in a contract (including the tort liability of another assumed in a contract)

Each Occurrence Limit

\$ 3,000,000

Personal & Advertising Injury Limit

\$ 3,000,000

General Aggregate Limit

\$ 3,000,000

Products/Completed Ops. Aggregate Limit

\$ 3,000,000

Business Automobile Policy

Business Auto Policy shall include, but not be limited to, providing liability coverage for bodily injury (including death) and property damage

	arising from the operation of any owned, non-owned or hired vehicle
Per Accident	\$ 3,000,000
Professional Liability Per Occurrence	Must include Errors and Omissions coverage \$3,000,000
	Note: Type and limits differ by consulting type
Commercial Umbrella/ Excess Liability	Commercial Umbrella/ Excess Liability Insurance, if procured to satisfy above coverage and limit requirements, must provide coverage that is the same as or broader than those provided for in the above Commercial General Liability, Employers Liability, and Business Auto Policies

All of the foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies rated at least "A-" Class "VII" or better in the most recently published A.M. Best Insurance Report. If during the term of the policy, a company's rating falls below "A-" Class "VII", Subgrantee shall replace the insurance no later than the renewal date of the policy with an insurer rated at least "A-" Class "VII" in the most recently published A.M. Best Insurance Report.

Certificate Holder and Additional Insured: Subgrantee shall identify "The Board of Regents of the University System of Georgia by and on behalf of the Georgia Institute of Technology" at 711 Marietta Street NW Atlanta, GA 30332 as Certificate Holder; Subgrantee shall name "Georgia Institute of Technology Officers, Employees & Agents" as Additional Insureds under each of the insurance policies.