

Updated on July 22, 2025

Research & Innovation (R&I)

Subrecipient Commitment Portal (SCP) Documentation for Subrecipients



Table of Contents

INTRODUCTION	3
USING THE SCP WEBSITE	3
GETTING STARTED	3
ACCESSING THE SCP WEBSITE	5
REGISTRATION PROCESS	6
LOGIN	12
RESET PASSWORD PROCESS	12
HOME PAGE	18
FORMS	19
INTERNATIONAL SUBRECIPIENT COMMITMENT FORM	20
SUBRECIPIENT COMMITMENT FORM	26
ATTACHING DOCUMENTS, FORMS AND TEMPLATES	29
SAVING/SUBMITTING THE FORM	32
SUBMISSION CONFIRMATION EMAIL	33

Introduction

The purpose of the Subrecipient Commitment Portal website (SCP) is to provide an easier and faster online tool for organizations to submit proposal and pre-award documents, such as the Subrecipient Commitment Form (SCF), to Research & Innovation (R&I) at UTEP via the user-friendly interface. The website also allows organizations to attach and submit additional documents and forms/templates being requested by R&I specialists to be compliant with all reporting requirements when submitting a proposal to UTEP as a subrecipient (i.e. subcontractors, subawardees, etc.)

Using the SCP Website

This tutorial provides potential subrecipients a step-by-step explanation of how to navigate through the system, from creating their accounts to how to access the different online forms and attach additional documents before submission. The Subrecipient Commitment Portal can be accessed in the following link <https://orspapps4.utep.edu/scp/>. Only authorized individuals are allowed to use this system and more details about the registration process will be explained at a later subsection.

Once logged-in, Subrecipients are able to view their Home Page, Registration Page, Login Page (which includes a Reset Password option), and the Subrecipient Commitment Forms assigned to them.

Getting Started

The process starts when an R&I specialist request a Subrecipient Commitment Form (or International Subrecipient Commitment Form for international organizations) from the subrecipient. Figure 1 shows a sample email subrecipients receive when a request is made.

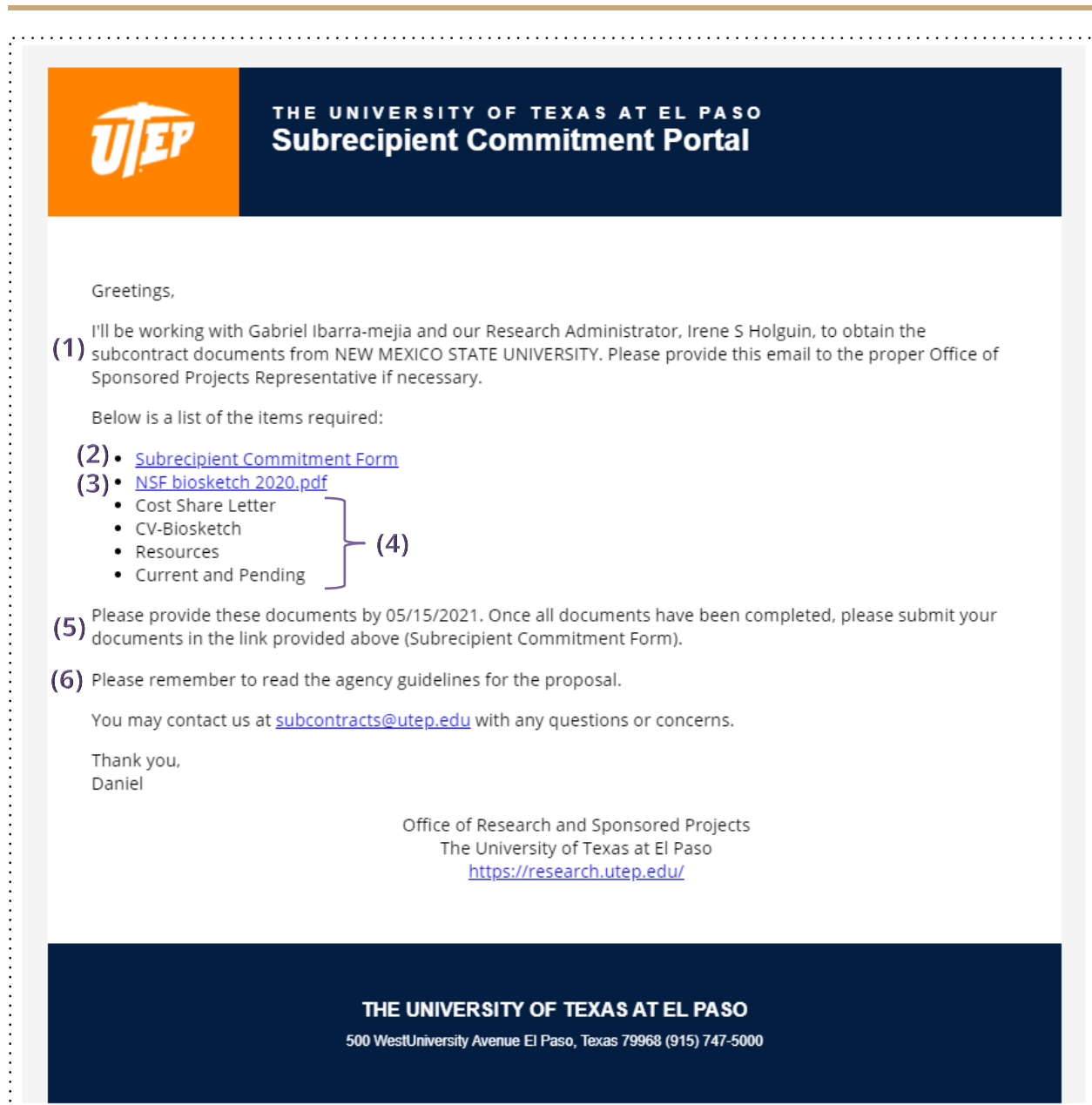


Figure 1. Sample Email

The email is composed of four main sections:

- **(1) Purpose:** States the intent of the email as well as informing who will be handling the subcontract at R&I.
- **Items being requested:** This is a list of items (documents and form templates) being requested from the subrecipient. This list can be divided further into three types of documents.

-
- **(2)** The first item on the list is a URL to the Subrecipient Commitment Form (SCF) or to the International Subrecipient Commitment Form that needs to be completed and submitted. More details about this process will be explained at a later section.
 - **(3)** The next items (underlined and in blue color) on the list are URLs to predetermined templates that need to be completed. Subrecipients are able to click on the name of the template to open, download and complete these templates to then be submitted along the SCF. More details about this process will be explained at a later section.
 - **(4)** The last type of items (shown in plain text) are additional documents that need to be uploaded for which there are no predetermined templates to be filled out. Subrecipients need to create these documents and submit them along the SCF. More details about this process will be explained at a later section.
- **(5) Due date:** This section indicates the date the subrecipient should submit all required items by.
 - **(6) Additional Comments Section:** Here, the R&I specialist contacting the subrecipient will include any additional comments in regard to the process.

Accessing the SCP Website

The first step before being able to access the website is to create an account.

Once the subrecipient receives the email shown in figure 1 and click on the first URL (Subrecipient Commitment Form) they are taken to the [Login Page](#) of the SCP website as shown in Figure 2. Here they have the option to login (if they have previously created an account successfully), reset their password or register for an account in the website.

As previously mentioned, only authorized individuals from the subrecipient organization have access to this website. Initially, individuals who have received the email mentioned in

the previous section are allowed to create an account in the SCP. Once they have created their accounts and they are able to access their forms, they are given the option to share the form up to two times with other authorized individuals from their organization. A more detailed explanation of this process is available in the Share Form section of this document.

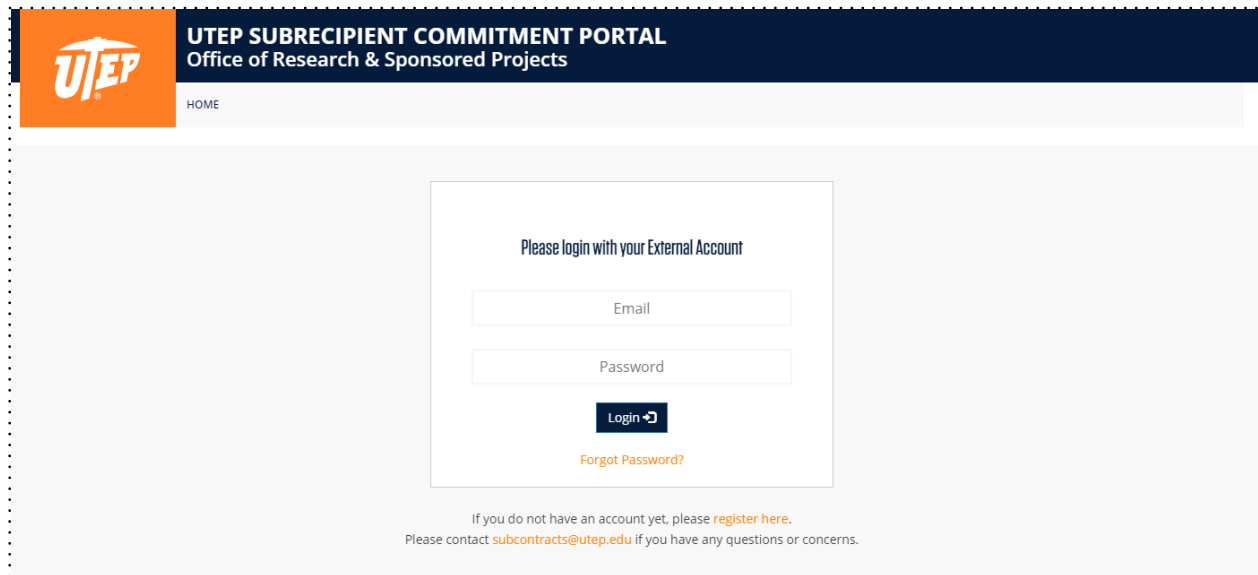
The image is a screenshot of a web portal. At the top, there is a dark blue header bar. On the left side of this bar is the UTEP logo (an orange square with 'UTEP' in white). To the right of the logo, the text 'UTEP SUBRECIPIENT COMMITMENT PORTAL' is written in white, with 'Office of Research & Sponsored Projects' in a smaller font below it. Below the header bar is a light gray navigation bar with the word 'HOME' on the left. The main content area is white and contains a login form. The form has the heading 'Please login with your External Account'. Below this heading are two input fields: 'Email' and 'Password'. Below the password field is a dark blue 'Login' button with a white right-pointing arrow. Below the button is a link that says 'Forgot Password?'. At the bottom of the form area, there is a line of text: 'If you do not have an account yet, please [register here](#).' followed by another line: 'Please contact subcontracts@utep.edu if you have any questions or concerns.'

Figure 2. SCP Login Page

Registration Process

When the subrecipient clicks on the “register here” title, they are taken to the [Subrecipient Registration Page](#) shown in figure 3.

Subrecipient Registration

Welcome to UTEP's Subcontracts Website!
Please complete the following steps to register.

⚠ DO NOT REFRESH THE PAGE WHILE COMPLETING THE REGISTRATION

Step 1

In order to access the forms that are shared with you, you need to register first. The first step to register is confirm your email address. Please enter below the email address where you got the form request.

@ Email

Next

If you already have an account yet, please [login here](#).
Please contact subcontracts@utep.edu if you have any questions or concerns.

Figure 3. Subrecipient Registration Page – Step One

Registration is a three-step process:

- **Step One:** The subrecipient must confirm that they are authorized to create an account in the website by entering their email address. Please note that it is extremely important that the subrecipient enters the same email address where they got the request from the R&I specialist to complete the forms. Failing to do so will result in the subrecipient not being able to create an account and not being able to access the requested forms and templates.

If they subrecipient enters an email address that is not in the SCP website, the error message box shown in figure 4 will appear on their screen when they click on the “Next” button.

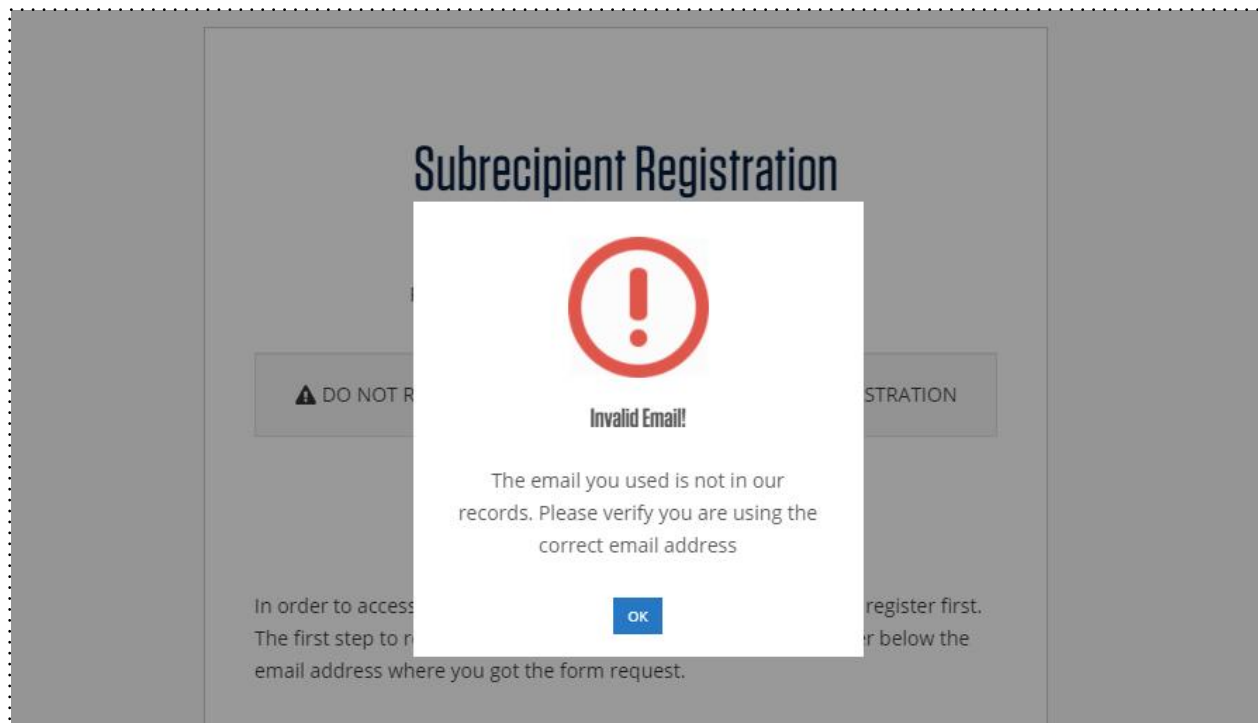


Figure 4. Subrecipient Registration page – Invalid email error

If the subrecipient enters a valid email address, they will be taken to step two of the registration process, shown in figure 6.

The subrecipient will also receive an email containing a One-Time code, which will be needed to continue with the registration process. This email will come from subcontracts@utep.edu. A sample can be seen in figure 5.



THE UNIVERSITY OF TEXAS AT EL PASO
Subrecipient Commitment Portal

Dear Subrecipient:

You have requested online access to our website. We have generated a One-Time Passcode for you which will verify that you have the requested access. This One-Time Passcode is valid for a single use. On subsequent logins, you will not need to enter this passcode.

Your one-time code is:

15342433

Please go back to the registration page and enter this code in the form that you have accessed.

Office of Research and Sponsored Projects
The University of Texas at El Paso
<https://research.utep.edu/>

If you did not request this code please contact subcontracts@utep.edu.

THE UNIVERSITY OF TEXAS AT EL PASO

500 West University Avenue El Paso, Texas 79968 (915) 747-5000

Figure 5. Sample One-Time Registration Code email

Subrecipient Registration

Welcome to UTEP's Subcontracts Website!
Please complete the following steps to register.

⚠ DO NOT REFRESH THE PAGE WHILE COMPLETING THE REGISTRATION

Step 2

Please check your email. You should have received a one-time, 8-digit code.
Please enter the code below.

 One time code

Next

If you already have an account yet, please [login here](#).
Please contact subcontracts@utep.edu if you have any questions or concerns.

Figure 6. Subrecipient Registration page – Step Two

In step two, subrecipients are required to enter the one-time code they received. If an invalid code is received, the error message box shown in figure 7 will appear on the screen.

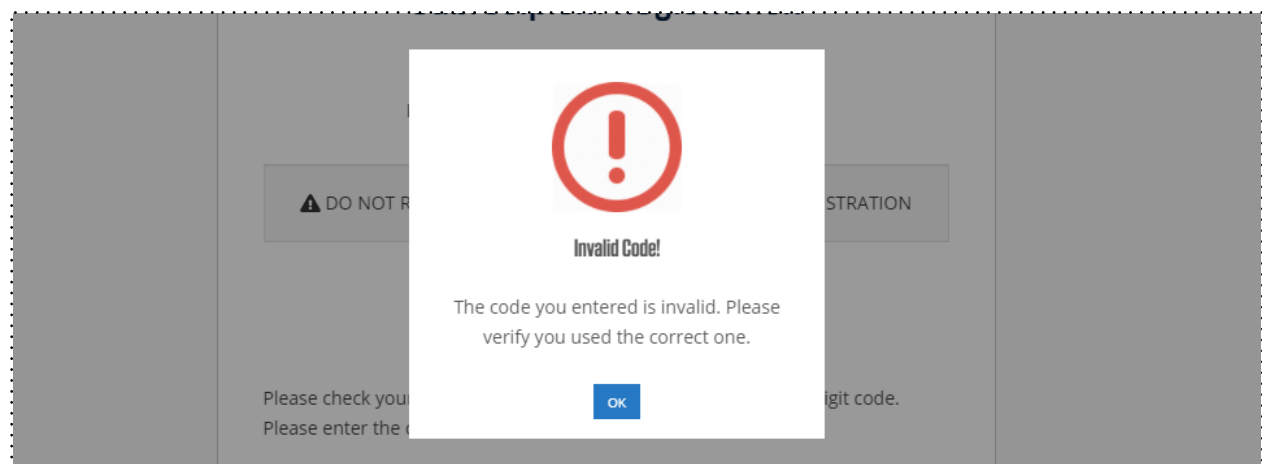


Figure 7. Invalid code error message

If the subrecipient enters the valid code, they will be taken to step three of the process. In this step, the subrecipient has already validated their email address, so they now have to enter their full name and set up a password. See figure 8.

⚠ DO NOT REFRESH THE PAGE WHILE COMPLETING THE REGISTRATION

Step 3

Please complete the following information to finish your registration. Once you finish, you will be able to see login and see and fill your forms

Note: Your password must comply with the following rules:

- Must be at least 8 characters long.
- Must contain a lowercase letter.
- MUST CONTAIN AN UPPERCASE LETTER.
- Must contain a number.
- Must contain a special symbol ~`!@#\$%^&*()_+=
{[]\|;:'"<.>./.
- Cannot contain spaces

Finish Registration

Figure 8. Registration Process - Step Three

Subrecipients must ensure their password complies with the specified rules and both passwords match. As shown throughout figures 1, 4, 6, 7 and 8, it is very important that the subrecipient **DOES NOT** refresh the page while completing the registration process. Doing so will cause the process to be restarted and subrecipients will be taken back to step one, where they will have to verify their email address again.

Once all fields are completed and the “Finish Registration” button is clicked, subrecipients will be taken back to the login page and the following message will appear on the screen.

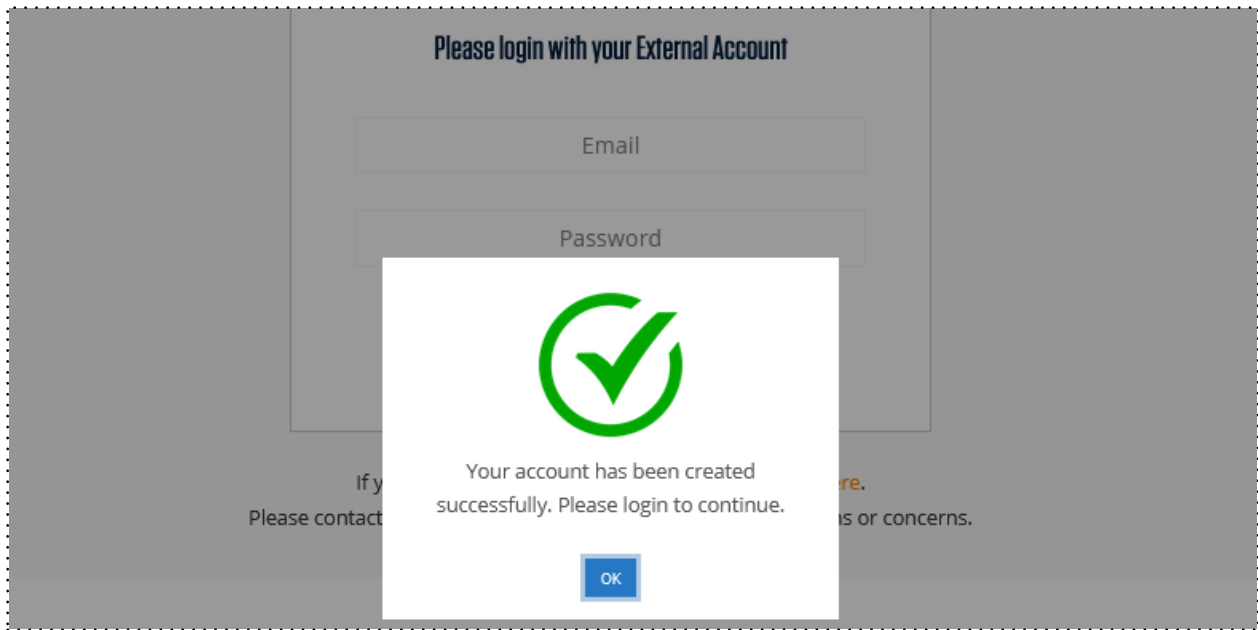


Figure 9. Successful registration message

If the subrecipient sees this screen, it means the registration process was successful and they can now login into the system.

Login

To login into the system, subrecipients must enter their email address and the password they used to register for an account in the [SCP Login Page](#) (please refer to figure 2) .

Reset Password Process

If subrecipients need to reset their SCP account password, they can do so by clicking on the “Forgot Password?” title under the login box shown in figure 2.

Resetting the password is a three-step process similar to the registration process and subrecipients will be required to verify their email by using a one-time code as well.

The first step of the process can be seen in figure 10.

Password Reset ×

Please complete the following steps to reset your password.

Step 1:

Please enter below the email you use to login. You will receive a one-time code you will need to reset your password.

Email:

Next

[Forgot Password?](#)

Figure 10. Reset Password – Step One

The first step of the resetting the password is providing the email used to login. If the subrecipient provides an invalid email, the following message will be displayed.

The image shows a 'Password Reset' dialog box with a close button (X) in the top right corner. Below the title, it says 'Please complete the following steps to reset your password.' A red error box contains the text: 'Invalid Email! The email you entered is not in our records. Please make sure you use the correct email'. Below this, 'Step 1:' is followed by the instruction: 'Please enter below the email you use to login. You will receive a one-time code you will need to reset your password.' There is an 'Email:' label and a text input field containing the placeholder text 'Email'. A 'Next' button is located at the bottom right of the dialog. At the very bottom of the page, below the dialog, is the text: 'Please contact subcontracts@utep.edu if you have any questions or concerns.'

Figure 11. Reset Password - Invalid Email

If the subrecipient enters a valid email address they will be taken to step two of the process. They will also receive an email with an eight-digit one-time code that will need to be entered to verify their email. Below is a sample of the email.

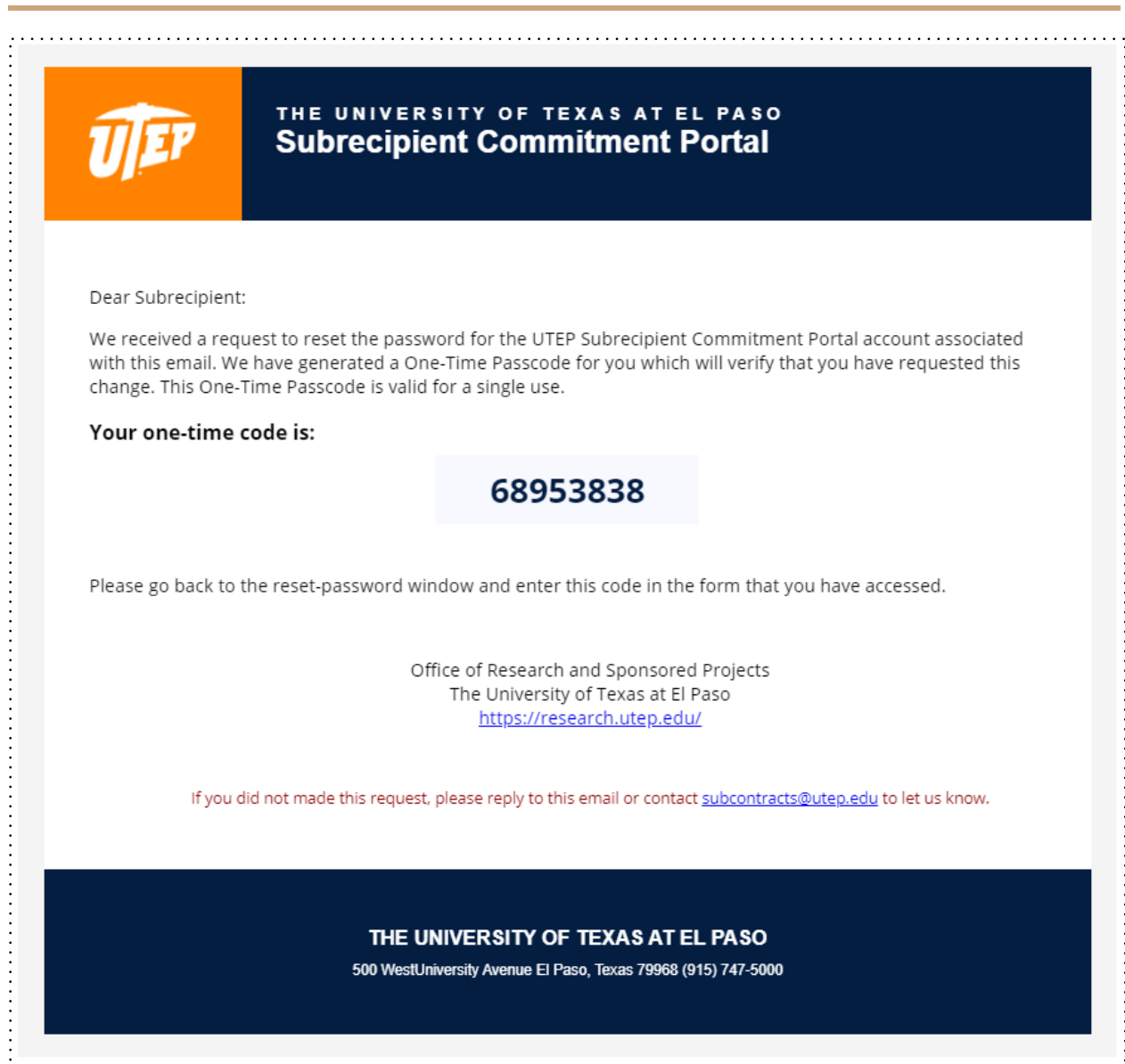


Figure 12. Sample email with reset code

Once subrecipients receive this email, they will need to enter the code in step two of the process, shown below.

The screenshot shows a 'Password Reset' dialog box with a close button (X) in the top right corner. The main heading is 'Password Reset'. Below it, the instruction reads: 'Please complete the following steps to reset your password.' The current step is labeled 'Step 2:'. The instruction for this step is: 'Please enter the One-Time Code you received in the box below.' Below this, the label 'One-Time Code:' is followed by a text input field containing the placeholder text 'One Time Code'. At the bottom right of the dialog is a dark blue 'Next' button. In the background, a 'Login' button with a right arrow icon and a 'Forgot Password?' link are visible.

Figure 13. Reset Password - Step Two

If the subrecipient enters an incorrect code, the following message will be displayed.

This screenshot shows the same 'Password Reset' dialog box as Figure 13, but with an error message displayed. The error message is in a red-shaded box and reads: 'Invalid Code! The code you entered is invalid. Please make sure you are entering the correct code.' Below the error message, the 'Step 2:' section and the 'One-Time Code' input field are visible. The 'Next' button is at the bottom right. At the bottom of the dialog, there is a link: 'If you do not have an account yet, please [register here](#).'

Figure 14. Invalid code message

If the subrecipient enters the valid code they received in the email, they will be taken to step three, as shown in figure 15. In this step, subrecipients will be asked to enter a new password and to confirm it. The new password must meet the same rules and criteria as shown in figure 15, which is the same initial criteria when setting up a password for the first time.

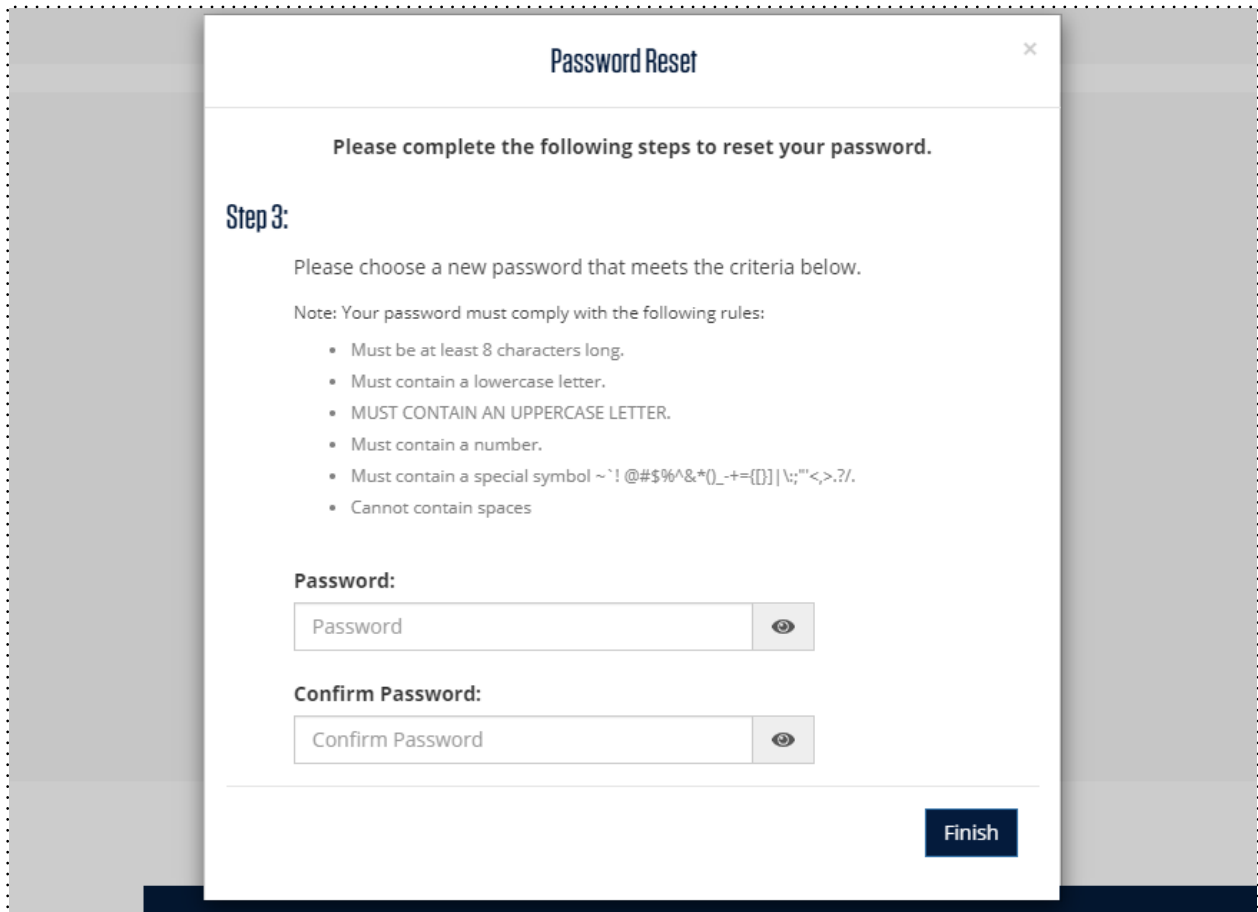
The image shows a 'Password Reset' dialog box with a close button (X) in the top right corner. The main heading is 'Please complete the following steps to reset your password.' Below this, it says 'Step 3:' and 'Please choose a new password that meets the criteria below.' A note states: 'Note: Your password must comply with the following rules:'. A bulleted list follows: '• Must be at least 8 characters long.', '• Must contain a lowercase letter.', '• MUST CONTAIN AN UPPERCASE LETTER.', '• Must contain a number.', '• Must contain a special symbol ~`! @#\$%^&*()_+=[]{}|\\;\"'<,>./.', and '• Cannot contain spaces'. There are two input fields: 'Password:' and 'Confirm Password:'. Each field has a text input area and a toggle icon (an eye) to the right. At the bottom right, there is a dark blue button labeled 'Finish'.

Figure 15. Password Reset

If all criteria are met and both passwords match, the following message will be displayed in the screen:

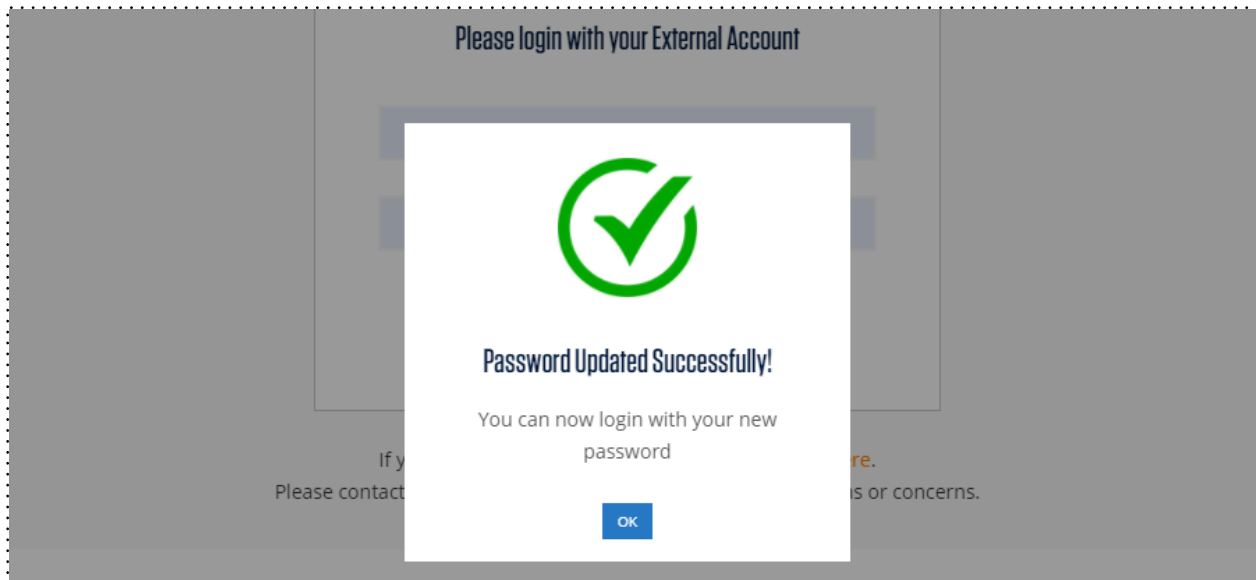


Figure 16. Password reset success

Home Page

Once the subrecipient has created their account and are able to login to the system, they will be taken to their home page. See figure 17.



SUBRECIPIENT COMMITMENT PORTAL
 Office of Research & Sponsored Projects

HOME

LOGOUT

NEW MEXICO STATE UNIVERSITY

Show entries

Search:

Form ID	Project Title	Utep Contact	Form	Due Date	Status
05020541	THERMAL ANALYSIS OF CERAMIC COMPOSITES	Danielle E Baeza	Subrecipient Commitment Form-2021-05-10	05/31/2021	SAVED May 10, 2021 10:10 AM
05102629	INSTANT COVID-19 DIAGNOSTIC DEVICES ON THE GO TO IMPROVE TRANSPORTATION SAFETY	Raul Chavez	Subrecipient Commitment Form-2021-05-26	05/31/2021	REOPENED June 8, 2021 11:07 AM
05101023	DEVELOPMENT OF A PASTE EXTRUSION ADDITIVE MANUFACTURING MACHINE FOR PIEZOELECTRIC MATERIALS	Raul Chavez	Subrecipient Commitment Form-2021-05-10	05/27/2021	NOT STARTED
05121023	3D PRINTED ENERGY STORAGE: GEOMETRICALLY-COMPLEX, NEXT-GENERATION BATTERIES AND FUEL CELLS	Monica Alvililar	Subrecipient Commitment Form-2021-05-01	05/10/2021	SUBMITTED March 03, 2021 04:12 PM

Showing 1 to 4 of 4 entries

Previous

1

 Next

Figure 17. Subrecipient Home Page

Here, subrecipients are able to see all the forms that have been requested from them. Information about each form is displayed in a tabular form, with each row being a different form received. The table contains the following information about the forms:

- **Form ID:** A unique form ID to identify each form internally.
- **Project title:** Title of the project for which the form is being submitted.
- **UTEP Contact:** The UTEP Research Administrator that is assigned to the proposal.
- **Form:** This column contains the form name and link for each form for each project.
 - A **Red** link indicates the subrecipient has submitted the form.
 - A **Green** indicates that the subrecipient has completed and submitted the form for review.
- **Due Date:** The due date that the form and all documents requested must be submitted by.
- **Status:** The current status of the form, which include three options:
 - NOT STARTED: The subrecipient has not started/saved the form yet.
 - SAVED: The subrecipient has saved the form at least once and the last saved date can be seen to the right.
 - SUBMITTED: The subrecipient has completed the form in its entirety and has also submitted it. Submission date can be seen to the right.
 - REOPENED: The subrecipient has completed the form, but the UTEP specialist has found a mistake or missing documents. The form is being reopened so subrecipient is able to correct the issues. Subrecipients will get an email notification indicating the required actions when a form has been reopened.

Forms

Subrecipients are able to navigate through all the forms that are displayed on their homepage.

There are two versions of the form available. Subrecipient Commitment Form for organizations within the United States and the International Commitment Form for international organizations.

International Subrecipient Commitment Form

As explained above, this form is for international organizations. The form is comprised of the following sections:

- **Purpose:** Describes the purpose of the form as shown in figure 18.

The image shows the title page of the 'International Subrecipient Commitment Form'. At the top right, there is a green box with the number '#05010147'. The title 'International Subrecipient Commitment Form' is centered in a large, bold, dark blue font. Below the title, there are three paragraphs of text. The first paragraph explains that to be compliant with 2 CFR 200 Subpart D 200.330-2 subrecipient monitoring and FFATA reporting requirements, all organizations are required to complete this form/package when submitting a proposal to UTEP as a subrecipient (i.e. subcontractors, subawardees, etc.). The second paragraph states that all forms must be signed by an authorized representative and submitted to the Office of Research and Sponsored Projects in a minimum of (5) working days before the sponsor deadline for inclusion as a subrecipient in said proposals are submitted by UTEP. The third paragraph provides contact information: 'For any questions concerning this form, please contact subcontracts@utep.edu'. The entire form content is enclosed in a dotted-line border.

Figure 18. Form explanation and purpose

- **UTEP Information (Prime Recipient):** Proposal information previously completed by the R&I specialist assigned to the proposal. See figure 19. This information cannot be modified by subrecipients.

UTEP Information (Prime Recipient)

This section has already been completed by UTEP!

University of Texas at El Paso (UTEP)
500 West University Ave
El Paso, Texas 79902
 Congressional District: **TX-016**

CCR/SAM.gov Annual Re-Certification Date:	10/03/2020
DUNS:	13-205-1285
EIN:	74-6000-813
Authorized Official:	Roberto A. Osegueda, Vice President for Research
Administrative Contact:	Monica Alvillar
Financial Contact:	cgstaff@utep.edu

Figure 19. UTEP proposal information

- Required Subrecipient Information:** Entity information required for the proposal. See figure 20.

Required Subrecipient Information

Entity's Legal Name: *

Street Address: *

City: *

State: *

Postal Code: *

Country: *

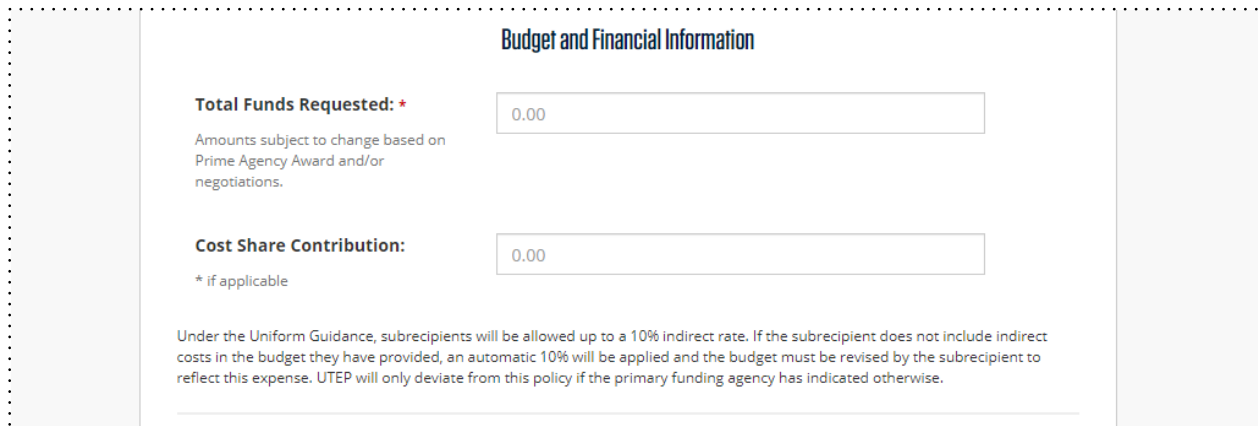
Is the Place of Performance (POP) the same address as Entity's Address? * ☐ Yes ☐ No

Is the Remittance Address the same as Entity's Address? * ☐ Yes ☐ No

DUNS Number: *

Figure 20. Required Subrecipient Information

- **Budget and Financial Information:** Total funds requested and cost share contribution (if applicable).



Budget and Financial Information

Total Funds Requested: *

Amounts subject to change based on Prime Agency Award and/or negotiations.

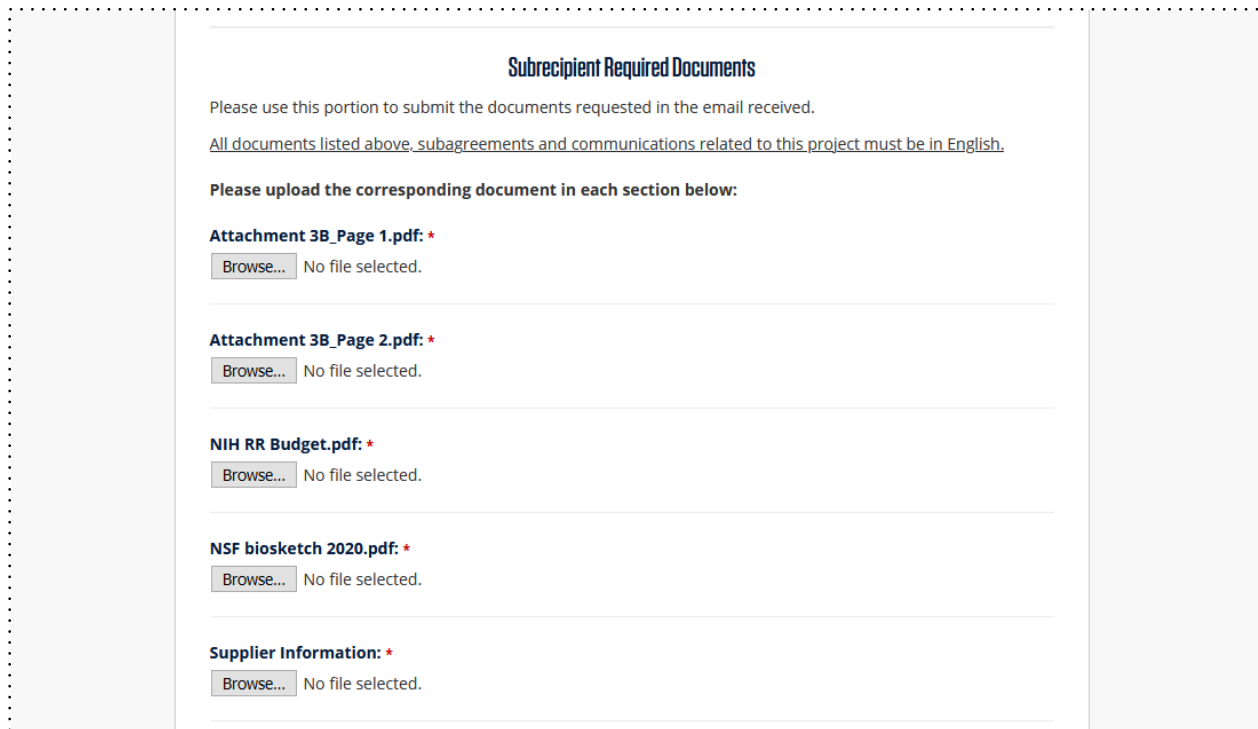
Cost Share Contribution:

* if applicable

Under the Uniform Guidance, subrecipients will be allowed up to a 10% indirect rate. If the subrecipient does not include indirect costs in the budget they have provided, an automatic 10% will be applied and the budget must be revised by the subrecipient to reflect this expense. UTEP will only deviate from this policy if the primary funding agency has indicated otherwise.

Figure 21. Subrecipient budget and financial information

- **Subrecipient Required Documents:** In this section, subrecipients are able to submit the additional documents and templates requested in the email. Note that each document must be submitted in the corresponding file box.



Subrecipient Required Documents

Please use this portion to submit the documents requested in the email received.

All documents listed above, subagreements and communications related to this project must be in English.

Please upload the corresponding document in each section below:

Attachment 3B_Page 1.pdf: *
 No file selected.

Attachment 3B_Page 2.pdf: *
 No file selected.

NIH RR Budget.pdf: *
 No file selected.

NSF biosketch 2020.pdf: *
 No file selected.

Supplier Information: *
 No file selected.

Figure 22. Subrecipient Required Documents

Optionally, subrecipients have the option to attach any additional documents they would like at the end of this section, as shown below.

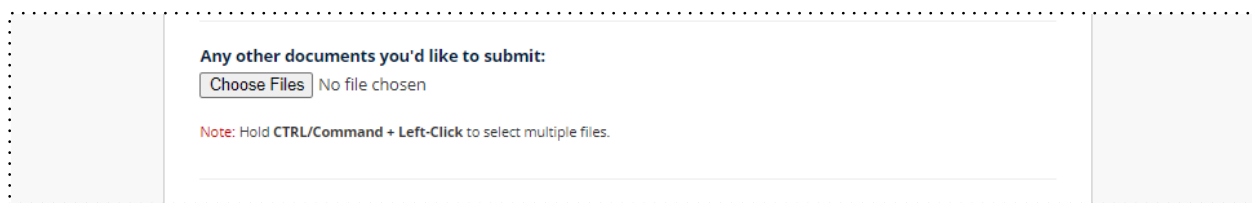
A screenshot of a form section titled "Any other documents you'd like to submit:". Below the title is a "Choose Files" button and the text "No file chosen". A red note below that says "Note: Hold CTRL/Command + Left-Click to select multiple files." There is a horizontal line for file selection below the note.

Figure 23. Additional documents section

- **Subrecipient Approval:** This section asks the person filling out the form if they are authorized to sign the form. This form can only be signed by authorized officials. This question is required for the subrecipient to be able to submit the form.

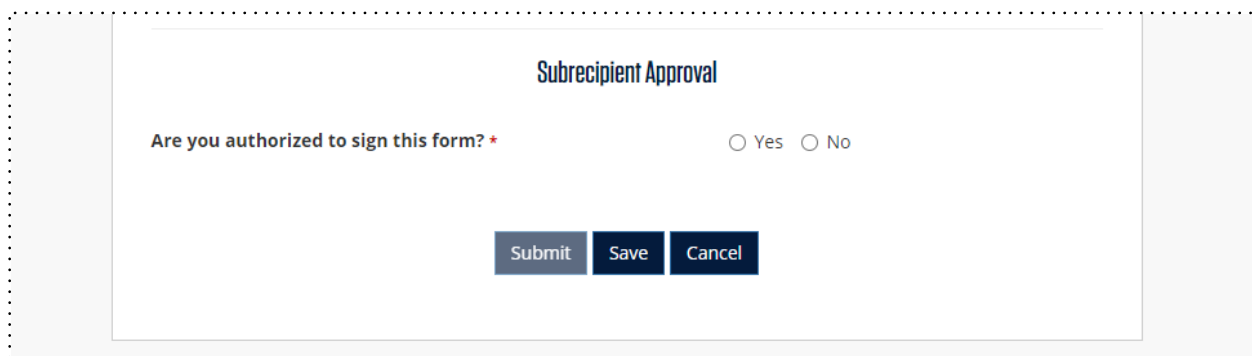
A screenshot of a form section titled "Subrecipient Approval". Below the title is the question "Are you authorized to sign this form? *" with two radio button options: "Yes" and "No". At the bottom of the section are three buttons: "Submit", "Save", and "Cancel".

Figure 24. Subrecipient Approval

If the subrecipient selects "Yes", the signature fields will be shown for the subrecipient to complete, as shown in figure 25. The submit button will be enabled to allow the subrecipient to submit the form once every required field is completed.

Subrecipient Approval

Are you authorized to sign this form? *

☒ Yes ☐ No

The Subrecipient certifies that it is in compliance with all relevant rules and regulations relating to the conduct of this research and that the information, certifications, and representations listed in this Subrecipient Commitment Form have been read, signed, and made by an authorized organizational representative of the organization named herein. The appropriate programmatic and administrative personnel involved in this application are aware of the agency policies in regard to Subawards and are prepared to establish the necessary inter-organizational agreement consistent with those policies. All official documents and paperwork will be issued in Standard American English and funds will be issued in US Dollars. Funds will not be impacted by fluctuations of exchange rates. Any work begun and/or expense incurred prior to execution of a Subagreement are at the Subrecipient's own risk. **THIS IS NOT A BINDING SUBAGREEMENT, SUBAGREEMENT WILL BE ISSUED AS A SEPARATE DOCUMENT WHEN PRIME AWARD IS ISSUED**

The Institutional Authorized Official listed below certifies that the information provided on this form is, to the best of their knowledge, true, correct and complete.

Full Name *

Title *

Email *

Phone Number

Date *

06/13/2021

Submit

Save

Cancel

Figure 25. Signature Section

If the subrecipient selects “No”, the fields shown in figure 26 will be displayed. Here the subrecipient will be able to share the form with the person who is authorized to sign it. To avoid losing any information previously filled out, the subrecipient is required to save the form once before being able to share the form. The submit button will stay disabled, however the subrecipient will be able to save the form and all changes made to that point and the authorized official will receive instructions of how to complete the form.

Subrecipient Approval

Are you authorized to sign this form? * ☐ Yes ☒ No

You have indicated you are not authorized to sign this form. Please enter the information of the authorized official below. Once completed, click "Share Form".

Please note: for security purposes, this form may only be shared amongst 3 authorized individuals. This form has been shared with the following people:

- subrecipient_email@institution.com

Please click save before sharing the form.

Name:

Email:

Share Form

Submit Save Cancel

Figure 26. Share Form Option

The person who the form has been shared with will receive the following email:

UTEP **THE UNIVERSITY OF TEXAS AT EL PASO**
Subrecipient Commitment Portal

Dear authorized official,

You are receiving this email because subrecipient@email.com has shared with you the Subrecipient Commitment Form for the following subcontract between UTEP and your organization.

Form ID: 05010147
Project Title: THERMAL ANALYSIS OF CERAMIC COMPOSITES

Please login to [UTEP's Subrecipient Commitment Portal](#) to complete the form.

Please note that if it is your first time completing a form you will have to create an account in the website. Please [click here](#) to go to our registration page. You will be required to use this email address when registering.

Office of Research and Sponsored Projects
The University of Texas at El Paso
<https://research.utep.edu/>

If you believe you received this email by mistake please contact subcontracts@utep.edu.

THE UNIVERSITY OF TEXAS AT EL PASO
500 West University Avenue El Paso, Texas 79968 (915) 747-5000

Figure 27. Share Form Email

Subrecipient Commitment Form

The Subrecipient Commitment Form (figure 28) contains the same sections as the International Subrecipient Commitment Form as well as three additional sections which include questions about audit status certifications, policies, and assurances.

subcontracts@utep.edu'. The entire form content is enclosed in a dotted rectangular border."/>

#05121023

Subrecipient Commitment Form

To be compliant with 2 CFR 200 Subpart D 200.330-2 subrecipient monitoring and FFATA reporting requirements, all organizations are required to complete this form/package when submitting a proposal to UTEP as a subrecipient (i.e. subcontractors, subawardees, etc.).

All forms must be signed by an authorized representative and submitted to the Office of Research and Sponsored Projects in a minimum of (5) working days before the sponsor deadline for inclusion as a subrecipient in said proposals are submitted by UTEP.

All fields marked with an asterisk (*) are required.

For any questions concerning this form, please contact subcontracts@utep.edu

Figure 28. Subrecipient Commitment Form

The sections in the Subrecipient Commitment Form are:

- **Purpose:** See figure 28.
- **UTEP Information (Prime Recipient):** See figure 19.
- **Required Subrecipient Information:** See figure 20.
- **Budget and Financial Information:** See figure 21.

Sections in the Subrecipient Commitment Form exclusively:

- **Certifications and Assurances:** This section asks questions such as audit status, financial management and procurement systems as well as internal changes in the organization. Please note that selecting yes or no in some questions of this form may require additional fields to be displayed and required or may also require additional documents.

Please refer to figure 29.

Certifications and Assurances

Audit Status Certification and Representation:

Note: All questions must be answered.

Is your organization subject to 2 CFR part 200, subpart F Audit Requirements (previously OMB A-133)? *

☐ Yes

☐ No

Results of Latest Audit

☐ There were no material findings related to the most recent audit.

☐ There were material findings.

Does your organization adhere to the Federal Cost Accounting Standards of FAR Part 30? *

☐ Yes

☐ No

Does your organization have a financial management and procurement systems for the control and accountability of project funds, property and other assets? *

☐ Yes

☐ No

Have there been any substantial changes to the organization's internal systems (i.e. financial, administrative or otherwise)? *

☐ Yes

☐ No

Is the Principal Investigator a new investigator (i.e. within 5 years of doctoral degree)? *

☐ Yes

☐ No

Figure 29. Certifications and Assurances Section

- **Policies:** This section asks questions about policies such as discrimination, travel, conflict of interest, debarment, among others. Please see figure 30.

Policies	
	<p>Check if you have formal, written policies that address the following: *</p> <p>☐ Pay Rates and Benefits</p> <p>☐ Discrimination</p> <p>☐ Travel</p> <p>☐ Purchasing Procedures</p> <p>☐ Effort/Payroll Certification ⓘ Applicable if award is funded by federal funds.</p> <p>☐ Responsible Conduct in Research (RCR) ⓘ Applicable if award is funded by either NIH, NSF, USDA (NIFA). Subrecipient will be responsible for completing training at time of award.</p>
	<p>Conflict of Interest *</p> <p>Applicable to NIH, NSF or other sponsors that have adopted the federal financial disclosure requirements</p> <p>☐ Entity certifies that it has an active and enforced COI Policy and/ or Entity is registered in the FDP FCOI Clearinghouse certifying that it has an active and enforced Conflict of Interest Policy that is consistent with the provision of 42 CFR part 50 ⓘ, Subpart F "Responsibility of Applicants for Promoting Objectivity in Research and 42 CFR part 94 ⓘ.</p> <p>☐ Subrecipient does not have an active and/or enforced conflict of interest policy and is opting to create and implement its own policy ⓘ by time of award.</p> <p>☐ Subrecipient does not have an active and/or enforced conflict of interest policy and agrees to abide by UTEP's COI policy. ⓘ</p>
	<p>Debarment, Suspension, and Lobbying</p>

Figure 30. Policies Section

- **Assurances:** This section asks questions about human and animal subjects as well as recombinant DNA and radioactive materials.

Please note that selecting yes or no in some questions of this form may require to fill out additional fields or may also require additional documents.

Assurances	
	<p>If entity has answered yes to any questions with an asterisk then additional documentation may be required for this proposal, at award time and/or on an annual basis.</p>
	<p>HUMAN SUBJECTS *</p> <p>☐ Yes</p> <p>☐ No</p>
	<p>ANIMAL SUBJECTS *</p> <p>☐ Yes</p> <p>☐ No</p>
	<p>RECOMBINANT DNA *</p> <p>☐ Yes</p> <p>☐ No</p>
	<p>Is this a Nuclear Regulatory Commission (NRC) proposal? *</p> <p>☐ Yes</p> <p>☐ No</p>

Figure 31. Assurances Section

-
- **Subrecipient Required Documents:** See figures 22-23.
 - **Subrecipient Approval:** See figures 24-27. The Subrecipient Form Share functionality is also available for the Subrecipient Commitment Form.

Attaching Documents, Forms and Templates

Subrecipients must attach all documents, forms and templates requested from them in the Subrecipient Required Documents section of the Subrecipient Commitment Form and the International Commitment Form (please refer to figure 22). As previously mentioned, these required documents can sometimes be predetermined templates, which are attached to the email the subrecipient receives. For example, in the sample email shown in figure 32, the NIH RR Budget.pdf, NSF Biosketch 2020b.pdf and the Supplier Information documents are predetermined templates that the subrecipient must submit along with the main form.

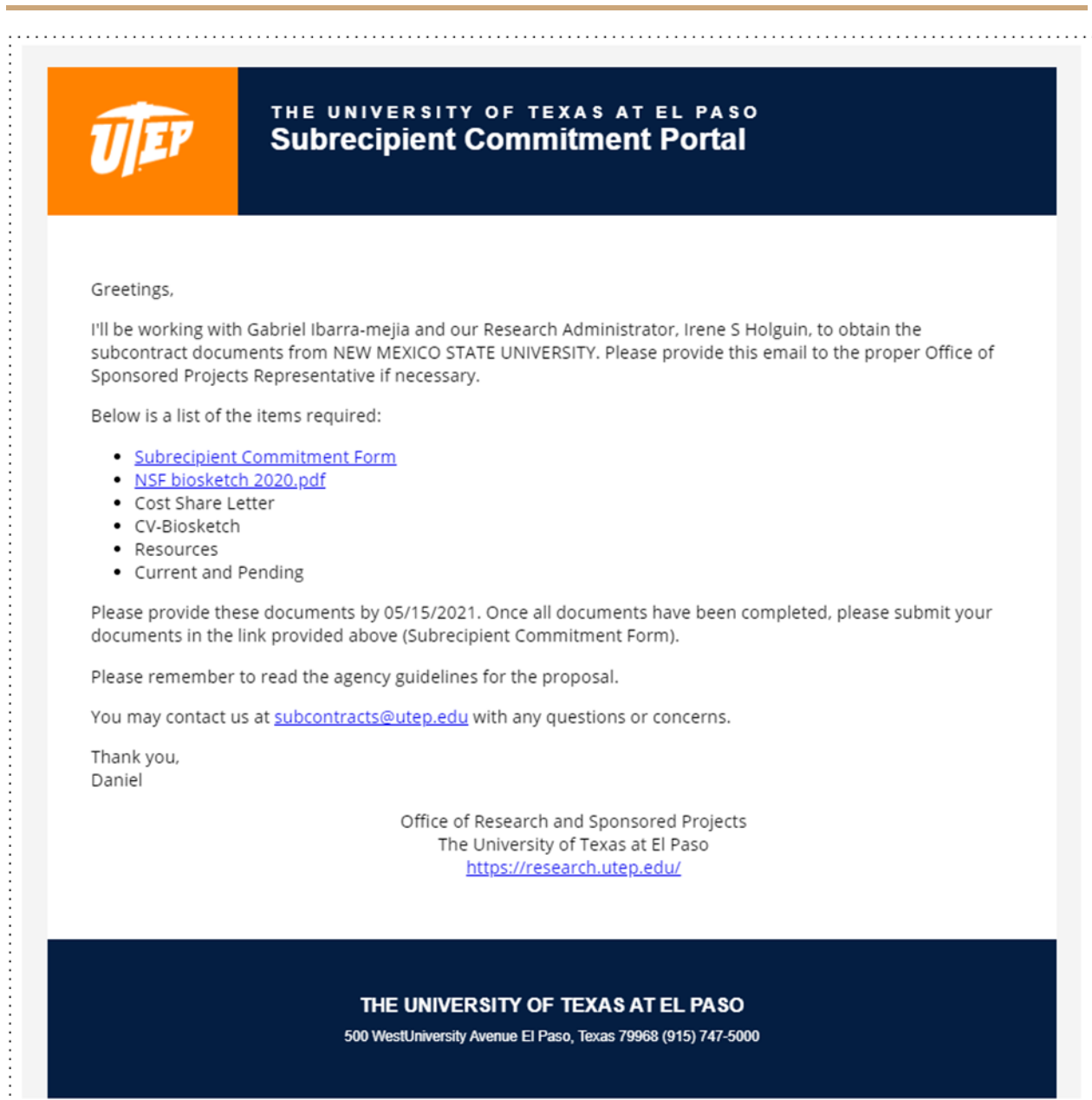


Figure 32. Sample Email

Once the subrecipient clicks on the desired document, a browser tab will open with the document being displayed as shown in figure 33.

NSF Biosketch 20-1

1 / 2 | 100% + |

NSF BIOGRAPHICAL SKETCH OMB-3145-0058

NAME: _____

NSF ID: _____

POSITION TITLE & INSTITUTION: _____

A. PROFESSIONAL PREPARATION
List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training. Institution name, Location, Major/Area of Study, Degree (if applicable), Year

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (if applicable)	YEAR (YYYY)

B. APPOINTMENTS
List, in reverse chronological order, all academic/professional appointments beginning with the current appointment. Start/End Year of Appointment, Position Title, Organization, City, State, Country

From - To	Position Title, Organization and Location

Figure 33. Sample template

Once the document has been opened, the subrecipient must download it, complete it and attach it to the Subrecipient Required Documents in the Subrecipient Commitment Form or International Commitment Form as shown in figure 34.

Subrecipient Required Documents

Please use this portion to submit the documents requested in the email received.

Please upload the corresponding document in each section below:

NIH RR Budget.pdf: * NIH RR Budget.pdf ✖
 No file chosen

NSF biosketch 2020.pdf: * NSF biosketch 2020.pdf ✖
 No file chosen

Scope of Work: * Project_Scope_of_work.docx ✖
 No file chosen

Current and Pending: * Current and Pending.pdf ✖
 No file chosen

Any other documents you'd like to submit:
 No file chosen

Note: Hold CTRL/Command + Left-Click to select multiple files.

Figure 34. Attaching documents to form

Subrecipients are able to attach and remove files as many times as they want before submitting the form by clicking on the delete button to the right of the file name.

Saving/Submitting the Form

Subrecipients have the option to save the form and edit it as many times as they want before submitting by clicking the “Save” at the bottom of the page. When they click this button, the message in figure 35 will appear on the screen to confirm saving or continue working on the form.

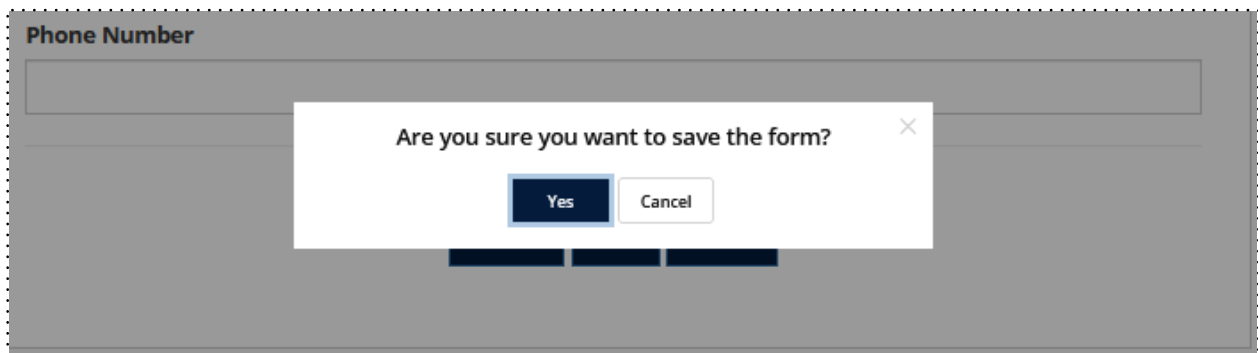


Figure 35. Save Form prompt

Alternatively, if the subrecipient is ready to submit, if all required documents have been attached and all required fields have been completed, they can do so by clicking the “Submit” button. When the button is clicked, the message shown in figure 36 will be displayed on the screen to confirm submission or to cancel and allow subrecipient to review their answers.

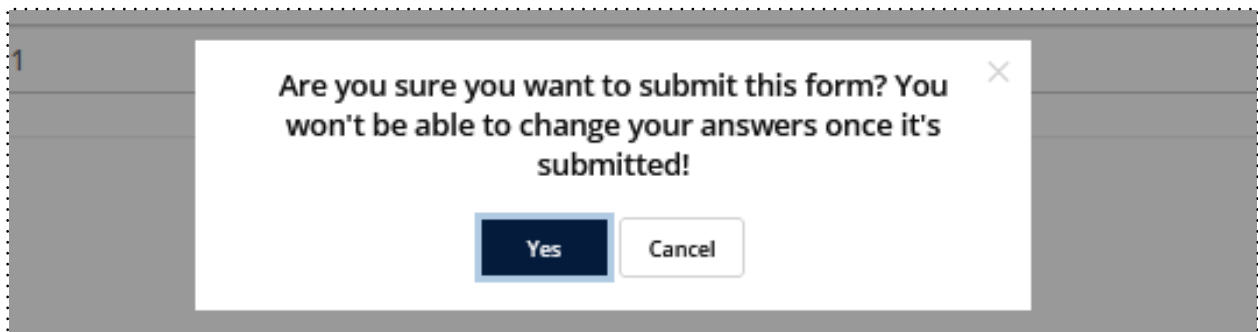


Figure 36. Confirm Form Submission prompt

If the subrecipient clicks the “Yes” button, the form will be submitted and the message in figure 37 will appear on the screen. After submitting a form, subrecipients will no longer be able to edit the form, however they will still have access to view their answers through the main page, by clicking on the form link again.

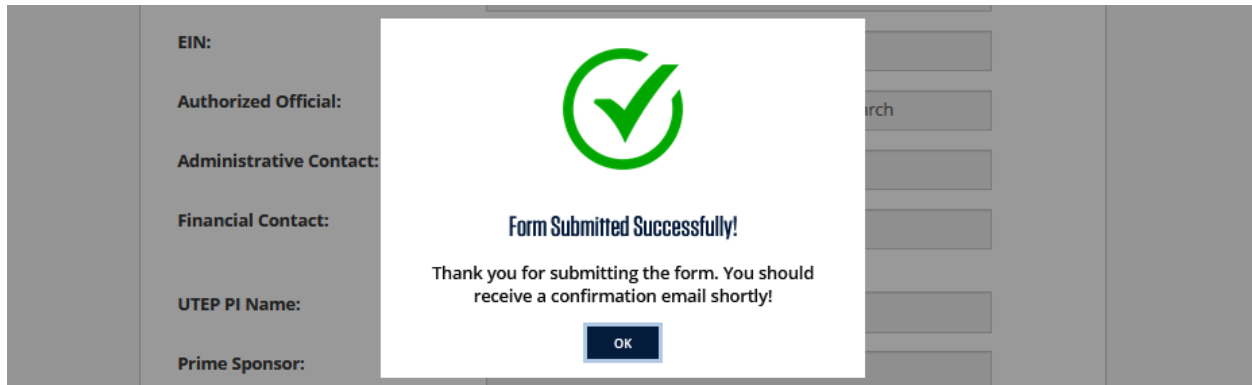


Figure 37. Submission Confirmation message

If the subrecipient wishes to cancel all changes and go back to the home page, they can do so by clicking the “Cancel” button.

Please refer to figure 38 to view the location of the buttons mentioned above.

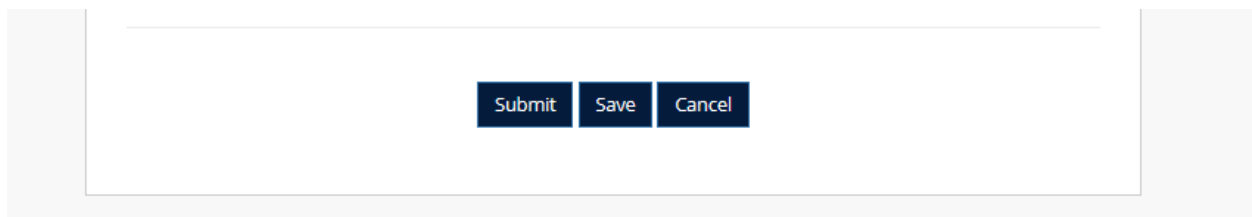


Figure 38. Buttons bar

Submission Confirmation Email

Once the subrecipient has submitted the form, they will receive the following confirmation email. This email will be sent to all email addresses associated with the form ID number.



THE UNIVERSITY OF TEXAS AT EL PASO
Subrecipient Commitment Portal

Dear Subrecipient,

Thank you for completing the Subrecipient Commitment Form. This email is being sent to confirm that we have received the form for the following project:

Project Title: THERMAL ANALYSIS OF CERAMIC COMPOSITIONS
Proposal Due Date: 07/03/2021
UTEP PI: Misra, Devesh
UTEP Research Administrator: Daniel Lopez

You may contact us at subcontracts@utep.edu with any questions or concerns.

Best regards,
Office of Research and Sponsored Projects
University of Texas at El Paso

THE UNIVERSITY OF TEXAS AT EL PASO
500 West University Avenue El Paso, Texas 79968 (915) 747-5000

Figure 39. Sample submission confirmation email