

Fair & Reasonable Cost Analysis Form - Subawards Under Federal Contracts

University of Minnesota – Office of Sponsored Projects Administration

When proposing a subaward for a sponsored research project to be funded under a **federal contract**, University of Minnesota requires that a cost/price analysis be performed. Please comply with this requirement by completing the following and submitting it along with documentation to SPA.

The University of Minnesota is required to comply with the instructions for proposal submissions, which might include certified cost and pricing data or other than certified cost and pricing data. Original documentation should be maintained that was used in developing the proposal estimate since this information will be required to substantiate how proposal pricing was derived under some types of federal contracts. Contact SPA if additional information is needed.

Background/Purpose

Subaward proposed to (name of subrecipient): _____

Research effort title: _____

Research sponsored by (name of federal agency): _____

University of Minnesota PI is: _____

PRF #: _____ Project # (if known): _____

Subrecipient PI: _____ Proposed Subaward Total: \$ _____

Subaward Period of Performance: From: _____ To: _____

Acceptance of Costs: Cost/Price Reasonableness

All costs proposed by Subrecipient under this Subaward were reviewed and approved by the University of Minnesota PI as evidenced by the Cost/Price Reasonableness Checklist below.

If the listed item of cost is included in the Subrecipient's budget, the University of Minnesota PI must complete the cost/price verification and/or analysis. Please check the appropriate responses. If PI has any additional comments to the questions below, please provide remarks in the comments section below. ***If awarded, documentation must be provided to show how each response was derived for each applicable area.***

1. Personnel:

Are the level of effort and percentage of effort of the personnel listed appropriate for the project?

Yes No N/A

Has the subrecipient provided the basis for salary/wage costs (i.e. copies of payroll forms or reports)?

Yes No N/A

3. Standard Equipment and Supply Items: *Are items of equipment or type of supplies based on standard or catalog prices?*

Yes No N/A

4. **Travel:** *Does the travel appear to be necessary?*

Yes No N/A

5. **Travel:** *Are the trips separately itemized and priced correctly?*

Yes No N/A

6. **Other Costs:** *Are all other costs separately itemized and priced correctly?*

Yes No N/A

COMMENTS (please attach additional pages if necessary):

Sole Source Justification

1. **This subrecipient is unique because:**

2. **The reasons (other than cost) that this subrecipient was selected over others are:**

Principal Investigator Verification

All costs proposed by Subrecipient under this Subaward were reviewed and approved by the undersigned Principal Investigator.

Signature (PI Name and Title): _____ Date: _____

**PLEASE FORWARD THIS COMPLETED FORM WITH BACKUP DOCUMENTATION TO
Office of Sponsored Projects Administration, 450 McNamara Alumni Center, 200 Oak Street SE, Minneapolis, MN
55455-2070, Fax # 612.624.4843, Phone # 612.624.5599, awards@umn.edu**