

Fair & Reasonable Cost Analysis Form
Subawards Under Grants, Cooperative Agreements, and Nonfederal Contracts
 University of Minnesota – Office of Sponsored Projects Administration

When proposing a subaward for a sponsored research project to be funded under a **grant (federal/nonfederal), cooperative agreement (federal/nonfederal), or nonfederal contract**, the University of Minnesota requires a cost/price analysis and related matters. Please comply with these requirements by completing the following and retain in department file.

Background/Purpose

Subaward proposed to (name of subrecipient): _____

Research effort entitled: _____

Research sponsored by: _____

PRF #: _____ University of Minnesota PI is: _____

University of Minnesota proposal dated: _____ Proposed Subaward Total: \$ _____

Subaward Period of Performance: From: _____ To: _____

Project # (if known): _____

When Was Subrecipient Selected? (Check the appropriate box):

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.

Subrecipient's proposal was included in University of Minnesota's proposal package and was evaluated by the sponsor along with University of Minnesota as part of the overall selection process conducted pursuant to the sponsor's award under the prime award. 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 University of Minnesota's proposal package. This subrecipient is unique because (attach additional pages if necessary):

The reasons (other than cost) that this subrecipient was selected over others are (attach additional pages if necessary):

Cost/Price Reasonableness

All costs proposed by Subrecipient under this Subaward were reviewed and approved by the University of Minnesota PI 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 of 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.

Department Verification

All costs proposed by Subrecipient under this Subaward were reviewed and approved by the individual completing this form:

Signature: _____ Date: _____

Printed Name / Title: _____