

## Subrecipients Under PHS Applications

The federal regulation on financial conflict of interest in research also applies to investigators at organizations proposed for subcontracting (subrecipients) are considered to be "key personnel" by the USA Principal Investigator under PHS-funded research.

NOTE: The subrecipient organization is required to either have its own conflict of interest policy that complies with the federal regulation, or follow the University's Conflict of Interest policy.

The Federal Demonstration Partnership (FDP) has developed a directory, called the Clearinghouse, which lists research organizations that have certified that they comply with the federal conflict of interest requirements.

Follow these steps as you begin the routing process for the PHS application:

[Standard Operating Procedures: Processes for Subrecipients](#) (A Guide for USA PIs and Grant Administrators)

### Forms and Information

#### Subrecipient Instruction and Forms Packet

- x [Letter of Instruction](#) (PDF)
- x [Subrecipient Financial Conflict of Interest Commitment Form \(FOICIF\)](#) (PDF, Adobe Acrobat Required)
- x Financial Report

