



**University of California, Los Angeles (UCLA)
Office of Contract & Grant Administration (OCGA)**

Fair & Reasonable Cost Analysis for Subawards to For-Profit Entities

When proposing a subaward to a for-profit entity under a sponsored project, the UCLA PI must complete the following and submit it to the UCLA Office of Contract and Grant Administration (OCGA) at proposal stage with the proposal package:

| | |
|---|--|
| Background/Purpose | |
| UCLA PI | |
| Subrecipient Legal Name | |
| Prime Award Proposal Title | |
| UCLA Sponsor (e.g. federal agency, non-profit organization etc.) | |

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.

Confirmation of Third Party Determination (in accordance with UG 200.331). All of the characteristics listed below may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement.

- SUBRECIPIENT:** A third-party entity (not an individual or sole-proprietor) carrying out a portion of the proposed scope of work under UCLA’s award for a public benefit/purpose, with the following traits:
 - a named principal investigator (PI) at the subrecipient site who creatively designed and will conduct an intellectual portion of the overall programmatic effort, and has programmatic decision-making;
 - expected Intellectual Property (IP) and/or publication; and
 - will contribute to resulting technical reports.
- VENDOR:** A third-party entity expected to provide goods or services for UCLA’s own use, not sponsor or public’s use, with the following traits:
 - no expected Intellectual Property (IP) and/or publication;
 - will *not* participate in the creative design or conduct an intellectual portion of the overall programmatic effort;
 - will *not* contribute to resulting technical reports; and
 - provides similar goods or services and/or within its normal business operations.
- CONSULTANT:** An individual or business, with the following traits:
 - scope of work defined by UCLA;
 - provides professional advice, expertise or commercially available professional service required for UCLA to perform a portion of the project;
 - uses their own facilities, supplies and equipment to perform the services rather than that of another entity; and
 - may or may not have publication rights.

Cost/Price Reasonableness

- All costs (or rates) proposed by subrecipient under this subaward were reviewed and approved by the UCLA principal investigator as reasonable and necessary for the proposed scope of work.
- Items reviewed, as 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 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.

When was subrecipient selected? (check the appropriate box)

- Subrecipient's proposal was included in UCLA's proposal and was evaluated by the prime sponsor along with UCLA as part of the overall selection process conducted pursuant to the sponsor's guidelines. 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 UCLA's proposal package. (*Sole Source Justification required below.*)

Sole Source Justification (MANDATORY-ONLY IF SUBAWARD HAS NOT BEEN APPROVED BY SPONSOR PER ABOVE.)

1. What are the unique features or skills that are required and why are these particular features or skills necessary?

2. Why is the proposed subrecipient unique?

3. Which other subrecipient(s) were considered?

4. The reasons (other than cost) that this subrecipient was selected over others are as follows:

Conflict of Interest

UCLA Principal Investigator certifies that a financial interest does / does not exist between the subrecipient and any of the UCLA investigators under this project (i.e. investigators responsible for the design, conduct, or reporting of the research), or any spouses or registered domestic partners, or dependent children of any UCLA investigators under this project. If a financial interest does exist, please notify the OCGA Subaward team at OCGAsubawards@research.ucla.edu.

PI Signature

UCLA PI Printed Name

Signature

Date