

ONR SUBMISSION REQUIREMENTS FOR SHORT FORM F&A PROPOSALS

CHECKLIST

1. **Transmittal Letter:** State the type of rate requested (e.g. predetermined, fixed, etc) and the fiscal years proposed to be covered by the rates.
2. **Format Documentation:** Institutions submitting an F&A rate proposal in accordance with 2 CFR 220, Appendix A, section H, Simplified Method is considered a “Short Form F&A Rate Proposal”. Short Form F&A Rate proposals are not subject to a standard format. ONR recommends using DHHS’s guidance for submitting Short Form F&A rate proposal using the Simplified Method, which may be downloaded at <http://rates.psc.gov/fms/dca/c&u1.html>.
3. **Memoranda of Understanding:** Identification of any Memoranda of Understanding or advance agreements upon which the proposed rates are based.
4. **OIA, O&M and Depreciation/Use Allowance Adjustments:** Identify and /or explanation of method(s) used to exclude O&M and depreciation/use allowance costs related to other institutional activities.
5. **Prior Year Carry-forwards:** A summary of unliquidated prior year carry-forward amounts (if applicable).
6. **Certificates of Indirect Cost:** Completed certificates of indirect costs as required by FAR 52.242-4 (January 1997) and 2 CFR 220, Appendix A, Section K.2. Two separate certificates are required. Institutions required to file a DS-2 must include a statement in their 2 CFR 220 Certificate of Indirect Costs that the cost proposal has been prepared using the accounting practices disclosed in the DS-2. See Examples in Attachment (1) to this Checklist.
7. **Other Required Certifications & Statements of Assurance** – Institutions must complete and submit with their proposal Attachment (2) to this Checklist.
8. **Funding Profile:** Provide a list of the federal agencies that provide more than 10% of your annual research funding.
9. **Single Audit:** Include a copy of the A-133 Single Audit for your base year
10. **Significant Variances:** Actual cost data supporting the proposed rates, to include identification of significant variations from the previous years’ actual indirect costs or allocation bases that may have a bearing on the reasonableness of the proposed rates.
11. **Unusual Factors:** Any explanation of new or unusual factors which affect the proposed rates.

12. **Trend Data:** A five-year history of negotiated rates with an explanation for any significant variances.

13. **Future Year Cost Projections** – Your F&A rate proposal may include estimated cost impacts to facility components for anticipated changes in research facilities. Cost estimates must be well documented and separately identified from the F&A base year data. Cost estimates for multiple changes (i.e. 2 new research buildings) must be separately estimated. Cost estimates should consider all potential aspects of expanding and contracting research related facilities (i.e. changes to space, changes to MTDC base dollars, etc.).

(Institution Name)
Certificate of F&A Costs

(2 CFR Part 220 Appendix A, Section K.2.b)

This is to certify that to the best of my knowledge and belief:

1. I have reviewed the F&A cost proposal submitted herewith;
2. All costs included in the proposal, dated **(insert date of proposal)** to establish billing or final F&A costs rate for the period beginning **(insert month/day/year)** through **(insert month/day/year)** are allowable in accordance with the requirements of the Federal agreement(s) to which they apply and with the cost principles applicable to those agreements.
3. This proposal does not include any costs which are unallowable under applicable cost principles such as (without limitation): advertising and public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and,
4. All costs included in this proposal are properly allocable to Federal agreements on the basis of a beneficial or casual relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements.

[*Insert paragraph 5, if applicable*]

5. The rate proposal is prepared using the same cost accounting practices that are disclosed in the DS-2 including its amendments and revisions, filed with and approved by the cognizant agency.

I declare under penalty of perjury that the foregoing is true and correct.

Institution

Name of Official

Signature

Title

Date of Execution

(Institution Name)
Certificate of Final Indirect Costs (January 1997)
(FAR 52.242-4)

This is to certify that I have reviewed this proposal to establish final indirect cost rates and to the best of my knowledge and belief:

1. All costs included in this proposal (***identify proposal and date***) to establish final indirect cost rates for (***identify period covered by rate(s)***) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) and its supplements applicable to the contracts to which the final indirect cost rates will apply, and
2. This proposal does not include any costs, which are unallowable under applicable cost principles of the FAR or its supplements.

Institution

Name of Official

Signature

Title*

Date of Execution

* Certification must be at a level no lower than a vice president or chief financial officer of the business segment

(Institution Name)
Additional Certifications and Assurances

This is to certify that I have reviewed the University's Facilities and Administrative Cost Proposal dated (insert date of proposal) to establish facilities and administrative cost rates for the period (insert month/day/year) through (insert month/day/year) and attest to the following:

Certificate of Lobbying (2 CFR Part 220 Appendix A, Section J.28)

To the best of my knowledge and belief, the subject proposal complies with the requirements and standards of 2 CFR Part 220 Appendix A, Section J.28 Lobbying, in that any institutional costs associated with activities defined as lobbying have been treated as other unallowable activity as required by this section.

Statement of Assurance re: Federal Funds are not Used to Subsidize Industry and/or Foreign Government Programs (2 CFR Part 220 Appendix A, Section G.1a (3))

The fund accounting system used by the University prevents subsidizing industry and/or foreign government programs. Restricted funds, including federal awards, are recorded in separate funds. Direct expenditures from these funds are restricted to the exclusive purpose of the award. Since all restricted funds are allocated to the major functions of the University (Instruction, Research, Other Institutional Activities and other bases), the appropriate share of indirect costs is allocated to Industry and/or foreign government expenditures regardless of whether or not overhead is charged on the actual activity.

Statement of Assurance re: Charges for Depreciation or Use Allowance (2 CFR Part 220 Appendix A, Section J.14.g) To the best of my knowledge and belief, the use allowance and depreciation included in the subject proposal is supported by adequate property records and physical inventories taken at least once every two years to ensure that the assets exist and are usable, used, and needed.

Statement of Assurance re: Executive Compensation limitations

To the best of my knowledge and belief, the University is in compliance with any applicable limitations on individual compensation charged to federal awards.

Institution

Name of Official

Signature

Title

Date of Execution