

**FAIR & REASONABLE COST ANALYSIS FOR SUBAWARDS TO FOR-PROFITS UNDER GRANTS
AND COOPERATIVE AGREEMENTS**

When proposing any subaward to a for-profit entity under a sponsored project, please perform a cost/price analysis and ensure any conflict of interest has been identified. The below form will assist you in this review. When completed please provide to your DCG Subcontract Officer or attach to the Supplier Contract request in the Workday System:

Background/Purpose

Proposed subaward entity: _____

Project title: _____

Prime Sponsor: _____

USC PI: _____

Proposed subaward total amount: \$ _____

Subaward period of performance: From: _____ To: _____

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.

When Was Subrecipient Selected? (*check the appropriate box*)

- Subrecipient's proposal was included in USC's proposal package and was evaluated by the prime sponsor along with USC 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 USC's proposal package. (**Sole Source Justification required**)

Cost/Price Reasonableness

- All costs proposed by subrecipient under this subaward were reviewed and approved by the USC principal investigator 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 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.

SOLE SOURCE JUSTIFICATION (if subaward was not approved by Sponsor)

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

USC Principal Investigator certifies that he/she does /does not have a financial interest of any kind in the proposed Subrecipient. If the Principal Investigator does have a financial interest, please ensure that it is disclosed through the [USC Disclose system](#).

PI Verification		
All costs proposed by the Subrecipient under this Subaward were reviewed and the costs proposed are found to be allowable, allocable, and reasonable for the proposed Statement of Work and are approved by the undersigned USC Principal Investigator.		
_____	_____	_____
Printed Name	Signature	Date

PLEASE FORWARD THIS COMPLETED FORM WITH ANY BACKUP DOCUMENTATION TO YOUR DCG SUBAWARD OFFICER OR ATTACH TO SUPPLIER CONTRACT REQUEST IN THE WORKDAY SYSTEM.