

Subaward Programmatic Details Form

This form is to be completed by the Principal Investigator if there is going to be a change to the budget or scope of work for a subaward. The department Business Office will attach it to the modification initiation form with the revised scope of work or revised budget.



UArizona Subaward PO Number:	Subrecipient:
UArizona Principal Investigator	Date:

A. Subaward Details

1. **Human Subjects.** *Please note: Human Subjects and Human Subjects Data can appear in agreements independently of each other.*

a. Will the subrecipient be conducting human subjects research under this subaward?

b. Will human subjects data be exchanged with the subrecipient?

2. **Vertebrate Animals.** Will the subrecipient's research involve work with vertebrate animals?

B. UArizona Conflict of Interest (for changes of PI only)

Do you or a relative (spouse, partner, child (including step), parent, grandparent, in-laws, siblings and their in-laws), or any UArizona staff involved in this project or their relatives have a personal or financial interest in the proposed subrecipient organization?

C. Cost/Price Analysis and Certification

Complete this section only if this action increases the budget, and the budget increase is not described in the original multi-year budget contained in the parent agreement.

All costs proposed by the subrecipient under this subaward modification were reviewed and approved by the UA Principal Investigator as reasonable and necessary for the proposed scope of work. Items reviewed include:

- Salaries and level of effort have been reviewed and appear to be reasonable for the proposed scope of work
- Specific equipment, fabricated equipment, and/or supplies are separately listed and are appropriately based on standard or catalog prices, or vendor quotes
- Travel, if any, 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.
- Indirect cost rates and fringe benefits were based on either the current negotiated rate with the federal government, or a 10% de minimus indirect cost rate (8% for foreign recipients with an NIH prime) was used.

I, the UA Principal Investigator on the prime award, certify that the information I have provided above is, to the best of my knowledge, an accurate assessment of the subrecipient's budget, and I have retained supporting documentation.

PI Signature _____

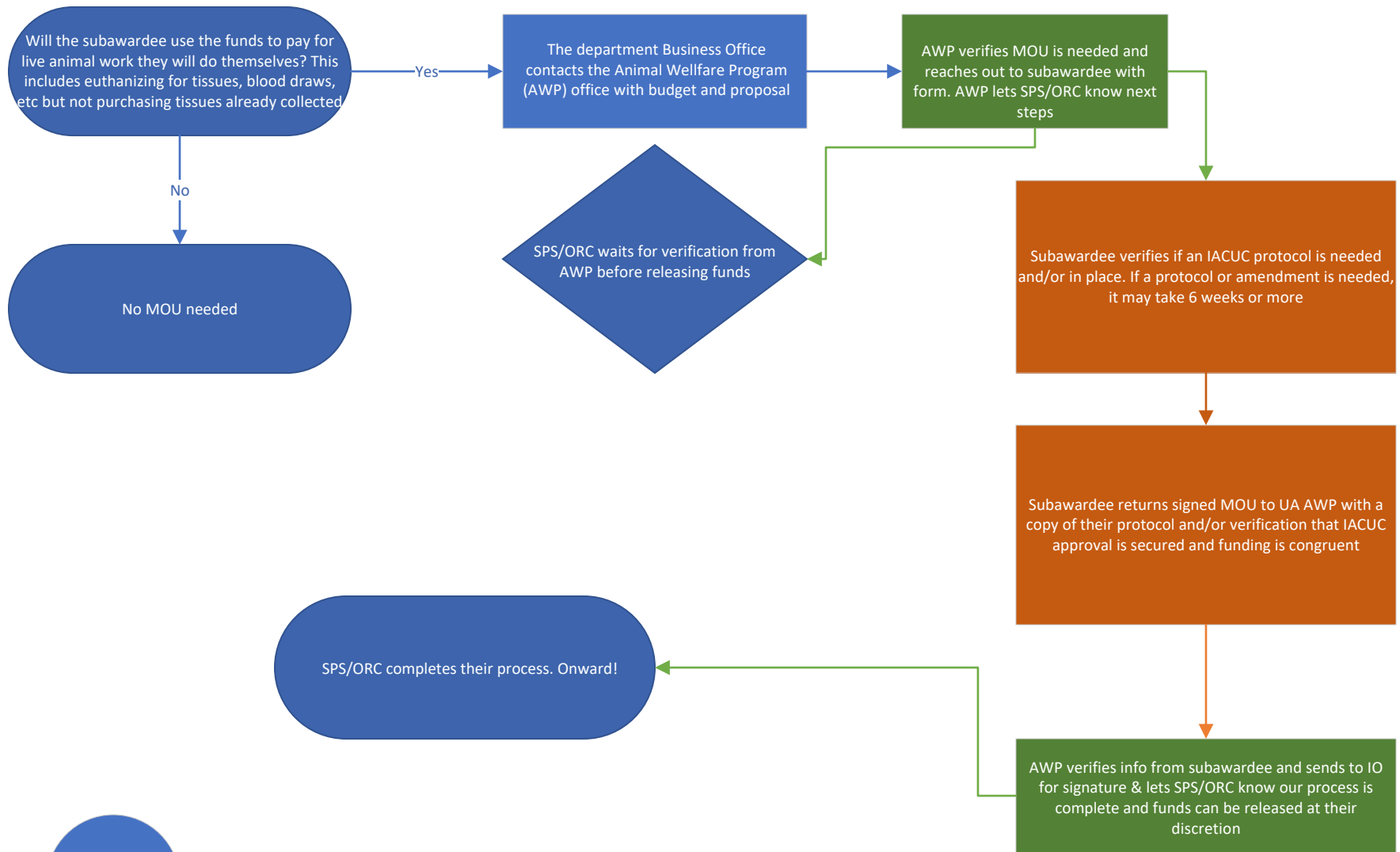
Date:

***Please retain supporting documentation for the above certification in departmental files for seven years.
You may be required to produce this documentation in the event of a federal audit.***

FDP Tool for Classifying Human Subjects Data

This chart is designed to streamline review of the type of human subject data for the purpose of classification for a DTUA.
Remember to also check your institutional policies and procedures for further guidance.

18 HIPAA Identifiers that comprise Personally Identifiable Information (PII)	HIPAA – Limited Data Set	FERPA – Personally Identifiable Information	
<p>PII may be used alone or with other sources to identify an individual. PII in conjunction with medical records (including payments for medical care) becomes Protected Health Information (PHI).</p> <ol style="list-style-type: none"> 1. Name (including initials) 2. Address (all geographic subdivisions smaller than state: street address, city, county, zip code) 3. All elements (except years) of dates related to an individual (including birthdate, admission date, discharge date, date of death, and exact age if over 89) 4. Telephone numbers 5. Fax number 6. Email address 7. Social Security Number 8. Medical record number 9. Health plan beneficiary number 10. Account number 11. Certificate or license number 12. Any vehicle identifiers, including license plate 13. Device identifiers and serial numbers 14. Web URL 15. Internet Protocol (IP) Address 16. Finger or voice print 17. Photographic image - Photographic images are not limited to images of the face 18. Any other characteristic that could uniquely identify the individual <p>A data set containing any of these identifiers, or parts of the identifier, is considered “identified”</p>	<p>A Limited Data Set must omit all of the HIPAA Identifiers in the left-hand column except for the following:</p> <ol style="list-style-type: none"> 1. City, state, zip code 2. Dates of admission, discharge, service, date of birth, date of death 3. Ages in years, months or days or hours <p>To re-iterate: initials are always considered PHI/PII</p>	<p>In the context of FERPA, PII includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. Student’s name 2. The name of the student’s parent(s) or other family members 3. Address of the student or student’s family 4. Student’s personal identifiers, such as: <ol style="list-style-type: none"> a. Social Security Number; b. Student number; or c. Biometric record (i.e. Finger or voice print) 5. Student’s other indirect identifiers, such as: <ol style="list-style-type: none"> a. Birthdate; b. Place of birth; or c. Mother’s maiden name 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty 7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates 	
	HIPAA – De-identified Data		
			<p>All of the 18 HIPAA Identifiers in the left-hand column must be removed in order for a data set to be considered de-identified with caveats for the following:</p> <ol style="list-style-type: none"> 1. All geographic subdivisions smaller than a state, except for the initial three digits of the ZIP code: (1) The geographic unit formed by combining all ZIP codes with the same three initial digits contains more than 20,000 people; and (2) The initial three digits of a ZIP code for all such geographic units containing 20,000 or fewer people is changed to 000; 2. Ages in years and for those older than 89, all ages must be aggregated into a single category of 90 or older



SPS/ORC Actions

Subawardee Actions

AWP Actions

Simplified Subaward MOU Process