

## Synopsis of the FDP Financial Questionnaire

Aiming to reduce administrative burden to FDP Members, the FDP Subawards Monitoring Tools Working Group, under the FDP Subawards Subcommittee, has reviewed and update the drafted FDP Financial Questionnaire to incorporate current Uniform Guidance (UG) requirements.

FDP Members, acting as Pass-Through Entities ('PTE') are encouraged to use the questionnaire and companion guidance documents with those non-Single Audit subrecipients that are not participating in the NSAP Pilot.

PTEs are discouraged from making changes to the FDP Financial Questionnaire. The intent is to reduce the subrecipient's response time by using one standardized form to be used by many PTEs, rather than completing many different versions of a financial questionnaire, requested by PTEs on an annual basis. With one standardized form, the subrecipient's familiarity with the required information increases, and at the same time reduces the subrecipient's response time.

The initial page of the Financial Questionnaire provides instructions on how to fill out the form:



Do not complete this form on your browser. Download the file to your desktop before starting.



Hover over the tooltip icon with your mouse to see guidance on completing each question.



After you have attached documents to the PDF, you can view, delete or save them by clicking the paperclip icon on the left side navigation of the PDF.



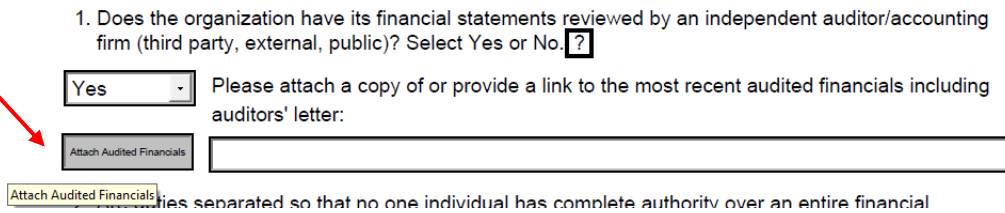
Use the Save icon to save the PDF as a fillable file. If you "print to PDF" or scan a hard copy of the form; you'll need to attach all documents separately.

**Please have an individual authorized by the organization complete and sign this questionnaire as soon as possible. Delayed receipt may result in delays in the issuance of a subaward.**

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The Financial Questionnaire is a smart form that:

- a) Allows the subrecipient to attach PDF copies of its policies, processes and procedures.



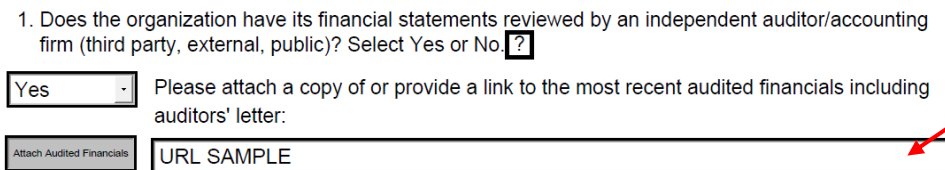
1. Does the organization have its financial statements reviewed by an independent auditor/accounting firm (third party, external, public)? Select Yes or No.

Please attach a copy of or provide a link to the most recent audited financials including auditors' letter:

Files separated so that no one individual has complete authority over an entire financial

By clicking on the 'attach' button, the form opens the File Explorer folder for the user to find and select the file to attach. Once the file is selected and attached, the user can click on the paperclip, located on the left panel of the form to confirm that the file has been effectively uploaded. This functionality is prevalent throughout the form.

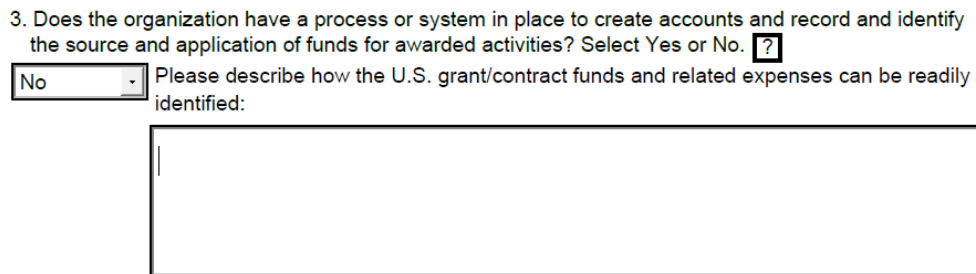
- b) Provides space to collect URL information related to the subrecipient's documentation:



1. Does the organization have its financial statements reviewed by an independent auditor/accounting firm (third party, external, public)? Select Yes or No.

Please attach a copy of or provide a link to the most recent audited financials including auditors' letter:

- c) Provides sections for the subrecipient to add a brief description of its systems, processes and procedures:



3. Does the organization have a process or system in place to create accounts and record and identify the source and application of funds for awarded activities? Select Yes or No.

Please describe how the U.S. grant/contract funds and related expenses can be readily identified:

The Financial Questionnaire is coded to show/hide additional questions based on preceding answers:

Original Question:

### III. Facilities & Administrative Costs (F&A)/Indirect Costs (IDC) & Fringe Benefits

1. Does the organization have an indirect cost (IDC) allocation plan or other approved overhead rate\*, such as a negotiated Facilities & Administration (F&A) rate with a U.S. Federal government agency? (\*This does not supercede sponsor-restricted rates.) Select Yes or No.

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After selecting 'NO':

### III. Facilities & Administrative Costs (F&A)/Indirect Costs (IDC) & Fringe Benefits

1. Does the organization have an indirect cost (IDC) allocation plan or other approved overhead rate\*, such as a negotiated Facilities & Administration (F&A) rate with a U.S. Federal government agency? (\*This does not supercede sponsor-restricted rates.) Select Yes or No.

No

The organization (select one):

- Elects a 10% de minimis (NIH cap of 8% for non-US entities) rate to be applied to all Federal awards.
- Requests to negotiate such a rate. Please note that this option may not be available in all situations.

The Financial Questionnaire has seven sections:

General Financial, Audit and Internal Controls Information:

### I. General Financial, Audit and Internal Controls Information

1. Does the organization have its financial statements reviewed by an independent auditor/accounting firm (third party, external, public)? Select Yes or No.

2. Are duties separated so that no one individual has complete authority over an entire financial transaction? Select Yes or No.

3. Does the organization have, and periodically evaluate, internal controls to assure U.S. federal and non-federal awards are managed in compliance with applicable laws, federal regulations, and terms of the award? Select Yes or No.

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## Accounting System/Funds Management:

### II. Accounting System/Funds Management

1. Please provide a brief description of the organization's accounting system in the space provided (if the system is a commercially-available system such as Quickbooks or similar, please note and describe any associated internal controls).

2. Has the organization received any U.S. government funding (either directly from a U.S. government agency or through another organization) during the past three fiscal years? Select Yes or No.   
If yes, please list number of awards and total dollar value.

3. Does the organization have a process or system in place to create accounts and record and identify the source and application of funds for awarded activities? Select Yes or No.

4. Please describe any substantial changes to the organization's fund accounting system that might have been implemented during the past year, or indicate if there have been none.

5. Does the organization have policies or procedures in place to document review of allocability and allowability of costs to a project prior to expending funds? Select Yes or No.

6. Briefly describe the organization's process(es) to ensure costs are reasonable and necessary per a given project's scope of work and budget. Provide links to policies and procedures the organization might have regarding how costs are determined, and by whom, to be reasonable and necessary to a project:

7. Does the organization have the capacity or a policy to track and document committed cost share/match commitments that may be part of an award? Select Yes, No, or Not Applicable.


8. Are all bank accounts reconciled monthly? Select Yes or No.

9. Are all costs properly documented with evidence of receipt of goods or performance of services? Select Yes or No.

# Synopsis of the FDP Financial Questionnaire

## Facilities & Administrative Costs (F&A)/Indirect Costs (IDC) and Fringe Benefits:

### III. Facilities & Administrative Costs (F&A)/Indirect Costs (IDC) & Fringe Benefits

1. Does the organization have an indirect cost (IDC) allocation plan or other approved overhead rate\*, such as a negotiated Facilities & Administration (F&A) rate with a U.S. Federal government agency? (\*This does not supercede sponsor-restricted rates.) Select Yes or No. 

No 

The organization (select one):

- Elects a 10% de minimis (NIH cap of 8% for non-US entities) rate to be applied to all Federal awards.
- Requests to negotiate such a rate. Please note that this option may not be available in all situations.

2. Does the organization charge fringe benefits? Select Yes or No. 

Yes 

The organization (select one):


- has a negotiated fringe rate (Please attach or provide a link to latest negotiated rate or approval letter):

Attach Fringe Rate

- direct charges fringe based on actual expenditures. (Be prepared to break out expenses on invoices.)
- charges fringe in some other manner (Please explain):


## Documentation of Personnel Costs

### IV. Documentation of Personnel Costs

1. Does the organization have written policies and/or procedures for documenting and charging or assigning personnel compensation costs to awards and invoicing sponsors? Select Yes or No. 


## Procurement/Purchasing

### V. Procurement/Purchasing

1. Does the organization have a written procurement policy and/or procedure? Select Yes or No. 

## Property Management/Equipment


### VI. Property Management/Equipment

1. Does the organization have a formal or written policy or procedure for identifying and managing equipment purchased on a sponsored project? Select Yes or No. 

Yes 

Please attach or provide a link to the organization's policy or procedure:

Attach Equipment Policy


2. How does the organization account for and manage capital equipment? Attach or provide a link to the policy, or provide description in the comments section. 

Attach Capital Equip Policy

# Synopsis of the FDP Financial Questionnaire

## Cost Transfers

### VII. Cost Transfers


1. Does the organization have a policy or procedure for transfer of costs/expenses between accounts or projects? Select Yes or No. 

No 

Please provide a description/explanation of how the organization monitors, reviews and documents cost transfers:

## Guidance

Throughout the form the subrecipient has access to on-demand guidance by simply mouse-hovering over the question mark icon:

5. Does the organization have policies or procedures in place to document review of allocability and allowability of costs to a project prior to expending funds? Select Yes or No. 

This means costs are allowable under the policies and approved budget of an award, and are properly allocated to the correct project. Subrecipients must be able to justify and substantiate why a given cost was expended on a particular project and expenses must be recorded in a manner that permits comparison with your approved budget. Examples include: A secondary review process: all expenses are recorded in the accounting system and reviewed by a different individual, ongoing account reconciliation, documented approval of expenses paid, budget controls or expenditure coding structure to identify types of expenses.

This information is also presented on the separate document Financial Questionnaire Guidance for Subrecipients:

5. Does the organization have policies or procedures in place to document review of allocability and allowability of costs to a project prior to expending funds? Select Yes or No.
- Subrecipient Guidance: This means costs are allowable under the policies and approved budget of an award, and are properly allocated to the correct project. Subrecipients must be able to justify and substantiate why a given cost was expended on a particular project and expenses must be recorded in a manner that permits comparison with the approved budget.*
- Examples include:*
- *Secondary review process: all expenses are recorded in the accounting system and reviewed by a different individual.*
  - *Ongoing account reconciliation.*
  - *Documented approval of expenses paid.*
  - *Budget controls or expenditure coding structure to identify types of expenses.*

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Additional guidance is provided to the PTEs in the FDP NSAP and Financial Questionnaire – with Guidance for Pass-Through Entities:

5. Does the organization have policies or procedures in place to document review of allocability and allowability of costs to a project prior to expending funds? Select Yes or No.

*PTE Guidance: PTE should ensure the subrecipient has processes and controls in place to ensure the proper review and monitoring of expenditures. Costs must be allowable, allocable, reasonable and necessary; consistent with the subaward budget and award terms & conditions; and adhere to Uniform Guidance, 2 CFR §200.405. If No, it is recommended that PTE incorporate terms in the agreement that provide the ability to request detailed back up document for reimbursements being sought by subrecipient, such as paid receipts, approved timesheets, effort reporting, travel vouchers, and/or other documentation that shows what the purchased item is and an explanation from the subrecipient as to how it relates to and benefits the project. The extent of the back-up documentation required can be determined by each PTE.*

*Examples of processes and controls:*

- Secondary review process: all expenses are recorded in the accounting system and reviewed by a different individual
- Ongoing account reconciliation
- Payment approval of expenses
- Budget controls / expenditure codes

## Certification

The form ends with the certification by authorized official:

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### FDP Financial Questionnaire

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#### Certification

*I certify that the information provided herein is true and correct to the best of my knowledge:*

**Name of certifying individual**

**Date of certification**

**Title of certifying individual**

**Signature**