



Commitment Form from Third Parties Required for Sponsored Project Proposals #2320.010

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 11, 2004	March 26, 2021	Office of Research and Economic Development

POLICY STATEMENT

If a proposal includes work by a subcontractor or consultant, the proposal package to Pre-Award must include a Subcontract Commitment Form or a Consultant Commitment Form, as applicable, signed by the consultant or, in the case of a subcontractor, by the subcontractor’s authorized official, detailing, among other things, the scope of work and budget for the subcontractor’s or the consultant’s involvement in the project. The Principal Investigator must also explain how the subcontractor or the consultant was selected for the proposal.

SCOPE

University Community (faculty, staff and students)

REASON FOR POLICY

To ensure that third parties listed on proposals agree to perform the proposed project, if funded, in accordance with the proposal submitted to the sponsor.

DEFINITIONS	
TERM	DEFINITIONS
Consultant	“Consultant” is a non-FIU employee whose expertise is needed to perform a portion of the technical work on a sponsored project.
ORED	“ORED” is the Florida International University Office of Research and Economic Development.
PI	“PI” is the principal investigator.
Subcontractor	“Subcontractor” is a third-party entity performing a portion of the technical tasks on a sponsored project in accordance with an agreement executed between Florida International University and the third party entity.



ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

Consultant Commitment Form
Subcontract Commitment Form

CONTACTS

Office of Research and Economic Development
Florida International University
11200 S.W. Eighth Street - MARC 430
Miami, Florida 33199
Telephone: (305) 348-2494

HISTORY

Initial Effective Date: Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION; Effective Date: February 11, 2004

Review Dates (*review performed, no updates*): January 12, 2024

Revision Dates (*updates made to document*): October 4, 2012; April 24, 2015. Captures new name of policy and new Subcontract and Consultant Commitment Forms now in use by ORED; March 26, 2021



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PROCEDURE STATEMENT

A Subcontract Commitment Form or a Consultant Commitment Form for each proposed subcontract or consultant, as applicable, is required to be submitted to Pre-Award in the proposal package. The Consultant Commitment Form must be signed by the individual. The Subcontract Commitment Form must be signed by that entity’s authorized official.

Pre-Award will review the applicable Commitment Form(s) and will advise the PI of any additional information needed.