

CONDENSED SUBRECIPIENT NEEDS ASSESSMENT TABLE

Each item will be reviewed with these points in mind:

- What is already in place?
- What concerns/needs are there?
- What is needed in order to ensure success with the I-TECH subaward?
- How can we work together to make this happen?

<p>Organization’s Primary Contacts for the Subaward</p> <ul style="list-style-type: none"> • Principal Investigator • Administrative/Fiscal Director 	
<p>History</p> <p>When/how was the organization founded? Are there any recent significant changes – e.g., large growth/expansion or downsizing?</p>	
<p>Organizational structure</p> <p>Government organization, NGO, MOH, private foundation, etc.?</p>	
<p>Board structure</p> <p>What is the reporting/decision-making relationship between the subcontract team and the board?</p>	
<p>Registration and Licensing</p> <p>Does the organization have all the required local registrations and licenses needed to operate, enter into legally binding contracts and receive funds from the US government – e.g., FCRA, banking regulations?</p> <p>What is the plan for maintaining, or getting the necessary registrations in order to be able to do work on this subcontract?</p>	
<p>Language</p> <p>What translation needs are there, and how do we plan to accomplish these? Do we need to build translation costs into the budget?</p>	

<p>Performance Site Infrastructure Available and Needed</p> <ul style="list-style-type: none"> • Buildings <ul style="list-style-type: none"> ○ Offices ○ Clinics/Patient Care Areas ○ Meeting Halls/Training Rooms ○ Renovations needed for project activities? <p>If space isn't already available, will we need to build in rental costs?</p>	
<p>Performance Site Infrastructure Available and Needed</p> <ul style="list-style-type: none"> • Equipment <ul style="list-style-type: none"> ○ Computers ○ Generators ○ Furnishings ○ A/V – e.g., DVD players, overhead projectors, copiers <p>If items aren't already available, will we need to build in rental or purchase costs?</p>	
<p>Performance Site Infrastructure Available and Needed</p> <ul style="list-style-type: none"> • Communications <ul style="list-style-type: none"> ○ What type (e.g., phone, fax, internet, mail), how reliable? <p>Do we need to build costs into the budget to ensure reliable communications?</p>	
<p>Transportation</p> <ul style="list-style-type: none"> • How long will it take to travel to/from the in-country I-TECH office, and how will this be accomplished? • What needs are there for project-related local travel? • What are usual modes of transportation for the group? 	
<p>Other Funding</p> <ul style="list-style-type: none"> • Who are the other funders/revenue sources for the organization? • What is the performance period for those programs? • What is the value of that funding? 	

<p>Staffing</p> <p>Total personnel involved in subcontract activities</p> <ul style="list-style-type: none"> ○ Paid personnel ○ Volunteers <p>How long have the primary subcontract contacts been in place?</p> <ul style="list-style-type: none"> ○ Any known changes on the horizon? ○ What is the plan for recruiting replacements? <p>What is the usual timeframe for filling vacant posts?</p> <p>What is the HR infrastructure?</p> <p>How are new hires made?</p> <p>Timesheets?</p> <p>How is the fringe rate determined?</p>	
<p>Financial Infrastructure</p>	
<p>Finance director/fiscal team/contracted bookkeeper?</p>	
<p>Written policies and procedures/handbook?</p>	
<p>What is the organization’s procurement policy/process?</p>	
<p>How are duties separated – e.g., approval, purchasing, reviewing/reconciling?</p>	
<p>Who approves purchases, payroll and other expenditures for a project?</p>	
<p>How is project FTE monitored and certified?</p> <p>Timesheets/timekeeping?</p>	
<p>What is the policy for coordinating/communicating with the PI/programmatic officer?</p> <p>How is this person and his /her designees are kept informed about the budget status and sponsor requirements?</p>	

Do they receive regular budget reports to review and approve?	
Is there a standard chart of accounts for the organization?	
What fiscal software/recordkeeping system is in use?	
Who prepares and monitors budgets?	
How are expenses reconciled? Is this done on a project-by-project basis, or another method?	
I-TECH will supply an invoicing template and invoicing requirements at subcontract startup. What is the organization’s plan for invoicing the UW – e.g., who will do this and how often? How will the organization ensure the final invoice is received 60 days after the project period ends?	
Indirect costs aren’t typically allowed for non-US subrecipients of I-TECH funding, but the components can be itemized and included in the subcontract. How does the organization allocate costs to projects for infrastructure expenses – e.g., rent, utilities, administrative support?	
Are there reserves? How many months of operating costs can these reserves cover?	
If the organization is eligible for an advance at startup, how will the organization plan to repay the advance received at startup?	
Bank account(s) How long ago were they established? Any difficulties/concerns working with this bank? Preferred form of payment – check or wire? Who will tell I-TECH if banking information changes? Who monitors the bank account activity and reviews bank statements?	

Who monitors accounts receivable? Who writes checks for the organization?	
Audits/Performance Reports Are these reports available? Any concerns or findings in the past? If so, how were they addressed? What are local requirements for audit – e.g., independent auditor, etc.? For subcontractors receiving more than \$750,000 per year, what are plans for satisfying subcontract audit requirements?	
Other Administrative Items How will the organization comply with the UW and federal records retention requirements for project documents? Who will be completing the SAM/NCAGE/FFATA process and other sponsor forms as needed? What assistance will the organization need to be compliant with this? Who will be requesting modifications?	
Programmatic Areas	
Who will be supervising the day to day activities leading to completion of the deliverables?	
Who will be liaising with I-TECH?	
What collaborations are there with other organizations in the area?	
How many programmatic staff are in place and able to get started once the agreement is executed?	
How many programmatic staff will need to be hired and trained? What training will be needed so that project activities can begin?	
Has the organization performed similar activities before?	

What reports, publications and data are available from past projects?	
Does the organization have protocols for ensuring participant confidentiality, obtaining IRB approvals and other approvals needed?	
Will students be involved in project activities? What approvals are needed for them?	
Are there any other concerns about the ability of the programmatic staff to complete the intended deliverables?	