

Dear Potential Subrecipient:

You are receiving this letter and the attached forms because you are a proposed subrecipient on an award received by the University of Alabama at Birmingham (UAB) and have indicated that UAB’s conflict of interest policy will be followed.

EACH subrecipient Investigator (defined as a person responsible for the design, conduct or reporting of the research proposed under the subaward) must:

- complete and sign the *Subrecipient Disclosure of Significant Financial Interests* form (copy attached) and
- take the UAB training in Financial Conflicts of Interest (the website for the training is included in the Description of Responsibilities section of the form).

UAB PI			
Proposal/Project Title			
Awarding Agency/Prime Sponsor			
Prime Award Number		Subaward /UAB Proposal Number	
Subrecipient Organization			

Subrecipient Principal Investigator (PI/PD):

Name	eMail Address

List of Subrecipient Investigators:

Name	eMail Address

Return this list of Investigators and the completed and signed *Subrecipient Disclosure of Significant Financial Interests* forms to the Administrative Contact identified for the subaward.

Design – The planning of the scientific strategy to test a research proposal.

Conduct – The supervision or management of a study’s execution. This is typically done by the principal investigator (PI) and co-investigators, but also may be performed by postdoctoral fellows and graduate students who have significant supervisory roles for junior researchers or technicians who are part of the study. For studies involving human subjects, this includes anyone who is responsible for explaining the study, risk -benefit, and/or alternatives to potential participants, is listed on the 1572 or device agreement, and/or must complete a sponsor’s conflict of interest form.

Reporting – The authorship of publications or reports to the sponsor related to the research. This includes anyone who will likely present the data at national/international meetings.