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# DUE DILIGENCE QUESTIONNAIRE

Accepting a grant from the International Research & Exchange Board (IREX) creates a legal duty for your organization to use the funds according to the grant agreement and U.S. government regulations.

The questionnaire collects information IREX is legally required to collect from subgrantees and may only be used if the Subgrantee undergoes an A-133/2 CFR 200 audit.

Each question should be answered as completely as possible, using extra pages if necessary. Return your completed questionnaire to IREX as soon as possible. The completed questionnaire must be received by IREX before IREX can issue the grant.

**Please return to IREX the completed and signed questionnaire and any attachments via the summer 2021 Tunisia Community College Scholarship Program** [**online application form**](https://irexorg.formstack.com/forms/summer_2021_tunisia_community_college_scholarship_program_host_information)**.**

**Legal Name of the Organization** **Applying for Funding**:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DUNS number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tax Identification No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please complete this section to provide general information about your organization.**

1. **Does your organization receive a 990? Yes\_\_\_\_\_ No\_\_\_\_**

**If yes, please attach your most recent report. If no, please answer questions 1a and 1b.**

**1a. What type of organization are you (501c3 organization, for profit (commercial), university, etc.)?**

**1b. Is your organization registered as a charity or non-profit organization as recognized by your government?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No:  |  |

**2. Is your organization affiliated with any other organization?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No:  |  |

**If yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Please provide the names of your officers/board of directors or an organizational chart, if available (with titles, if available). This may be done via link:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Or List:** |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Enter the beginning and ending dates of your organization's fiscal (financial) year:**

From: (Month, Day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: (Month, Day) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Does your organization have a Negotiated Indirect Cost Agreement (NICRA) with the US government? (if so, please provide a copy)**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No:  |  |
|  |  |  |  |

*This Question is intended to collect information in compliance with the Federal Funding Accountability and Transparency Act. This Act requires IREX to report executive compensation for the five most highly compensated individuals for subgrantees that meet certain tests.*

**6a. Does your organization receive more than 80% of its gross revenue from the US federal government (either through direct awards or through subawards)?**

\_\_\_Yes \_\_\_No

 **6b. Does your organization receive more than $25,000,000 annually in revenue from the US federal government (either through direct awards or through subawards)?**

\_\_\_Yes \_\_\_No

 ***If you answered ‘Yes’ to both questions, please answer question 1c. If you answered ‘No’ to either, do not continue past this point.***

**6c. Do you make information on your five most highly compensated officers available to the public through either your US IRS Form 990 Tax Filing or your filing with the US Securities and Exchange Commission?**

 \_\_\_Yes \_\_\_No

**If your answer is No, please fill out the following table with the correct information.**

|  |  |
| --- | --- |
| Executive Name and Title | Compensation |
|   |   |
| Executive Name and Title | Compensation |
|   |   |
| Executive Name and Title | Compensation |
|   |   |
| Executive Name and Title | Compensation |
|   |   |
| Executive Name and Title | Compensation |
|   |   |

**7. Please indicate whether your organization undergoes an annual 2 CFR 200 Subpart F (or A-133) Audit[[1]](#footnote-1)\*. Please attach your most recent audit.**

\_\_\_ Yes, our organization undergoes an annual 2 CFR 200 Subpart F Audit.

\_\_\_ No, our organization does not undergo an annual 2 CFR 200 Subpart F Audit

***If your organization does not receive an annual 2 CFR 200 Subpart F audit, please contact IREX for additional due diligence forms.***

As an authorized representative of the organization applying for IREX funding, I certify that the information provided is complete and accurate, to the best of my knowledge. By signing this document, I authorize IREX to check my references and verify information. Any willful false statements in this application will be ground for termination of application or termination of grant if issued.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Date

1.  The 2CFR 200 Subpart F Audit is required by federal policy for all U.S.–based organizations that expend more than $750,000 in federal awards from all sources to arrange for an independent audit that determines whether financial statements are accurately presented, whether internal controls are well designed and operating effectively and whether compliance with laws and regulations that could have a direct and material effect on federal claims has occurred. [↑](#footnote-ref-1)