



Subrecipient v. Contractor Certification Example

AUTHORIZED REPRESENTATIVE CERTIFICATION EXAMPLE

The Authorized Representative certification statement is required when an independent consultant/contractor chooses to use their own Institutional letterhead and email address or proposed in the budget justification as being associated with an IHE's credentials. An example of the certification is below:

[Date]

Office of Sponsored Programs
The University of North Carolina at Chapel Hill
104 Airport Drive, Suite 2200, CB1350 Chapel Hill, NC 27599-1350

Subject: Independent Consultant Certification Statement

Dear UNC-CH's Office of Sponsored Programs

As an Authorized Representative, I hereby certify that [Name of Consultant] may serve as a consultant on the project titled, "[Project Title]," and will/will not be using institutional resources in performing their portion of proposed consulting work. This engagement does not constitute itself as a subrecipient relationship.

Sincerely,

_____[Signature]
[Name of Authorized Representative]
[Title of Authorized Representative]