



REPUBLIQUE DU BENIN
MINISTERE DE L'ENSEIGNEMENT SUPERIEUR ET DE LA RECHERCHE SCIENTIFIQUE
UNIVERSITE D'ABOMEY-CALAVI
CENTRE DE RECHERCHE POUR LA LUTTE CONTRE LES MALADIES INFECTIEUSES TROPICALES (CReMIT)/
TROPICAL INFECTIOUS DISEASES RESEARCH CENTRE (TIDRC)
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POLICY FOR THE SELECTION, RISK ASSESSMENT, AND OVERSIGHT OF SUB-GRANTEES

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TIDRC/UAC RESEARCH GRANTS MANAGEMENT OFFICE

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1.0 POLICY OBJECTIVE AND SCOPE

The Tropical Infectious Research Center (TIDRC/UAC) is committed to the highest standards of financial stewardship, scientific integrity, and public health safety. As a Principal Recipient (PR) or lead institution managing grants for infectious disease research and control, TIDRC extends its fiduciary and programmatic responsibility to all partners and entities to which it provides funds (Sub-grantees).

This policy establishes a mandatory framework for the transparent selection, rigorous risk assessment, and ongoing oversight of all Sub-grantees. Its purpose is to ensure that all sub-grantees are capable of managing funds responsibly, achieving programmatic objectives, and adhering to the strict biosafety and biosecurity standards required for work involving infectious pathogens.

This policy applies to all TIDRC staff, Principal Investigators (PIs), and departments involved in identifying, assessing, recommending, or managing Sub-grantees.

2.0 DEFINITIONS

Sub-grantee: any legal entity (university, research institute, NGO, or private sector entity) that receives TIDRC/UAC funds to carry out a portion of a program or research project.

Due Diligence: the process of systematically investigating and verifying the legal, financial, institutional, and technical capacity of a potential sub-grantee.

DURC (Dual Use Research of Concern): life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat to public health and safety.

PEPP (Pathogen with Enhanced Pandemic Potential): A pathogen resulting from experiments that enhance a pathogen's transmissibility or virulence, or disrupt the effectiveness of pre-existing immunity, such that it may pose a significant threat to public health.

Risk Mitigation Plan (RMP): A formal document outlining specific actions to reduce identified risks associated with a Sub-grantee to an acceptable level.

3.0 SUB-GRANTEE SELECTION CRITERIA

Selection of Sub-grantees must be transparent, non-discriminatory, and based on merit and capacity. The process must be documented.

3.1 Eligibility threshold

To be eligible for consideration, a potential Sub-grantee must demonstrate:

1. Legal Status: valid registration as a legal entity in its country of operation.
2. Financial Stability: ability to manage advance payments or implement audit recommendations.
3. Technical Alignment: scientific or technical expertise directly relevant to the proposed scope of work.

3.2 Selection process

The process must include:

Request for Proposals (RFP) or Sole Source Justification: a competitive process is the default. A sole-source selection requires written justification and approval from the TIDRC/UAC Research Grant Management Office (RGMO) head.

Technical Review Committee: a committee of at least three TIDRC/UAC technical experts will review proposals against pre-defined criteria (e.g., scientific merit, feasibility, value for money).

Institutional Capacity Assessment: the candidate entity must undergo the due diligence process detailed in Section 4.0 prior to final selection.

4.0 RISK ASSESSMENT FRAMEWORK (DUE DILIGENCE)

TIDRC/UAC utilizes a tiered risk assessment model. The depth of assessment corresponds to the level of perceived risk, with the highest scrutiny applied to entities handling biological materials.

4.1 Core financial and institutional risk assessment

All potential Sub-grantees must complete a Sub-grantee Assessment Questionnaire covering: legal status and organizational charts, audited financial statements for the last two (2) years, procurement and supply management policies, anti-fraud and corruption policies and past performance and references.

4.2 Biosafety and biosecurity risk assessment (mandatory for any lab work)

Due to TIDRC/UAC's focus, any Sub-grantee conducting laboratory research must undergo a specialized biosafety and biosecurity assessment. This is based on the "Sub-recipient and Supplier Integrity Due Diligence" principles adapted for biological risks. The assessment must evaluate:

1. Facility and Containment: does the facility have the appropriate Biosafety Level (BSL) certification (e.g., BSL-2, BSL-3) for the proposed work? Are maintenance and validation records up-to-date?
2. Personnel Training: are all staff trained in biosafety, waste disposal, and emergency procedures? Are training records maintained?
3. Pathogen Accountability: is there a system for inventory control, tracking, and disposal of biological materials (select agents, toxins, clinical samples)?
4. Regulatory Compliance: does the institution have clear policies and designated officials (such as an Institutional Contact for Dual Use Research - ICDUR) to oversee compliance with national and international biosafety regulations?

4.3 Dual Use Research of Concern (DURC) and Pathogens with Enhanced Pandemic Potential (PEPP) Assessment

In alignment with the latest U.S. government policies and international best practices, TIDRC/UAC mandates a specific review for research with certain high-risk agents.

Scope: this applies to any research involving agents on the Category 1 and Category 2 lists (e.g., Select Agents, Risk Group 3 & 4 pathogens, Ebola, SARS-CoV-2, Influenza H5N1).

Review Process: the Sub-grantee must provide documentation of their review process. If the research is determined to be DURC or involve PEPP, they must submit a Risk-Benefit Assessment and a Risk Mitigation Plan (RMP) for approval by TIDRC/UAC and, if required, the primary funding agency *before* work begins.

Key Risks to Identify: the assessment must evaluate if the research could lead to: increased transmissibility or virulence of a pathogen, disruption of pre-existing immunity (immune evasion) or resistance to standard prophylactic or therapeutic interventions.

5.0 RISK CATEGORIZATION AND MITIGATION

Based on the assessments in Section 4.0, Sub-grantees are assigned a risk rating.

Risk Level	Description	Mitigation Requirements
Low Risk	Financially sound, strong management, no high-risk biological work.	Standard reporting (quarterly financial/progress reports).
Medium Risk	Some financial or management weaknesses, or work involving moderate biological risk (e.g., diagnostic labs with low-risk pathogens).	Standard reporting plus monthly check-ins; specific conditions in the agreement (e.g., prior approval for budget changes); on-site monitoring visit at least once per year.
High Risk	Significant financial/management concerns or any work involving BSL-3 pathogens, Select Agents, or research flagged as DURC/PEPP.	All medium risk measures, plus: <ul style="list-style-type: none"> • Pre-disbursement conditions (e.g., corrective actions completed). • Submission and TIDRC/UAC approval of a DURC/PEPP Risk Mitigation Plan . • On-site monitoring visit prior to release of second disbursement. • Bi-annual biosafety audits by TIDRC/UAC or a designated third party.

6.0 ONGOING OVERSIGHT AND MONITORING

Risk assessment is not a one-time event. It is a continuous process of relationship management and verification.

1. Programmatic Monitoring: review of technical reports against work plans.
2. Financial Monitoring: review of expenditure reports and supporting documentation. Annual audits of sub-grantees are mandatory for high-risk entities and on a sample basis for others.
3. Site Visits: TIDRC/UAC program officers and finance staff will conduct regular site visits. For high-risk biological research, this must include an inspection of the laboratory facilities and a review of biosafety logs by a qualified biosafety officer.
4. Incident Reporting: sub-grantees must notify TIDRC within 24 hours of any significant incident, including: a laboratory-acquired infection (LAI), loss, theft, or release of a pathogen or toxin, a breach in physical or biosecurity, and any

unexpected research result that meets the definition of DURC or generates a PEPP.

7.0 NON-COMPLIANCE AND REMEDIAL ACTIONS

Failure by a sub-grantee to adhere to the terms of the sub-grant agreement, this policy, or required safety standards will result in remedial actions.

Minor Non-Compliance: Written notification, a corrective action plan with a deadline.
Major Non-Compliance (e.g., financial fraud, safety breach, violation of DURC/PEPP protocol): immediate suspension of the sub-grant, withholding of further funds, possible termination of the agreement and legal action or notification to the primary funding agency as required.

8.0 ROLES AND RESPONSIBILITIES

Principal Investigator (TIDRC/UAC): responsible for initial screening of potential collaborators and primary scientific liaison.

Research Grant Management Office (RGMO): conducts the financial and institutional due diligence.

Biosafety Officer (TIDRC/UAC): conducts or reviews all biosafety and biosecurity assessments of Sub-grantees. Serves as the liaison for DURC/PEPP inquiries.

Institutional Review Entity (IRE) / Compliance Committee: if TIDRC/UAC formally establishes one, this body will have the final responsibility for reviewing and approving high-risk DURC/PEPP research proposed by Sub-grantees, ensuring it aligns with institutional risk tolerance and regulatory requirements.

REFERENCES

- USG DURC-PEPP Policy (2024): The core framework for oversight of Dual Use Research of Concern and Pathogens with Enhanced Pandemic Potential, defining Categories 1 and 2, experimental outcomes, and the roles of Institutional Review Entities (IRE) and Institutional Contacts for Dual Use Research (ICDUR) .
- NIH Guidelines: Provides the Risk Group (RG) classifications (RG1-4) for biological agents based on pathogenicity, which are foundational for biosafety level determinations .
- BMBL (Biosafety in Microbiological and Biomedical Laboratories): The standard reference for biosafety practices and containment levels (BSL-1 to BSL-4), complementing the NIH Guidelines .
- The Global Fund: The "Sub-recipient and Supplier Integrity Due Diligence - Guidelines" and related resources establish requirements for Principal Recipients to assess and manage risks of sub-grantees, including audit clauses and integrity checks .
- NTI | bio Guidance: Provides a practical, three-step framework for funders to conduct biosecurity and biosafety risk assessments of research proposals prior to funding .

- University IBC Frameworks: Institutional Biosafety Committee processes from leading research universities offer detailed models for risk assessment, PI responsibilities, and the linkage between Risk Groups and Biosafety Levels

9.0 APPENDICES

- Sub-grantee Agreement Template
- Sub-grantee Due Diligence Checklist
- Biosafety and Biosecurity Site Visit Report Form
- DURC/PEPP Risk Mitigation Plan Template
- The Global Fund "Sub-recipient and Supplier Integrity Due Diligence - Guidelines"
- USG Policy for Oversight of DURC and PEPP



APPENDIX A: SUB-GRANTEE DUE DILIGENCE CHECKLIST

Instructions: this form must be completed by the TIDRC/UAC Research Grant management Office for all potential sub-grantees prior to final selection. Attach supporting documents where indicated. The completed checklist and all supporting documents become part of the official sub-grantee file.

Sub-grantee Name:	Date of Assessment:
Principal Contact:	Assessed by (Name/Title):

SECTION 1: LEGAL AND GOVERNANCE

Criteria	Yes	No	N/A	Evidence/Notes
1.1 Is the entity legally registered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attach: Certificate of Registration
1.2 Does the entity have a physical address and operational presence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Does the entity have a clear organizational chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attach: Org Chart
1.4 Does the entity have a functioning Governing Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Are there documented policies on: - Procurement?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	Attach: Policy Documents

Criteria	Yes	No	N/A	Evidence/Notes
- Human Resources? - Anti-Fraud/Corruption?				

SECTION 2: FINANCIAL CAPACITY

Criteria	Yes	No	N/A	Evidence/Notes
2.1 Have the last two (2) years of audited financial statements been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attach: Audited Statements
2.2 If audited statements are unavailable, have management accounts been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Does the entity have a dedicated finance team with qualified personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Does the entity use a recognized accounting software/system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 Has the entity ever been audited by a major donor (e.g., The Global Fund, World Bank, NIH)? If yes, were there major findings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attach: Audit Reports/Management Letters

Criteria	Yes	No	N/A	Evidence/Notes
2.6 Does the entity have the capacity to manage multiple currencies (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: PROGRAMMATIC AND TECHNICAL CAPACITY

Criteria	Yes	No	N/A	Evidence/Notes
3.1 Does the entity have documented experience in the proposed technical area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attach: CVs of Key Personnel
3.2 Does the entity have access to the necessary equipment and infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Does the entity have a system for Monitoring & Evaluation (M&E)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attach: M&E Framework/Sample Tools
3.4 Does the entity have a history of timely reporting to other donors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide References:
3.5 <i>If applicable</i> : Does the entity have a biosafety manual and waste management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 4: RISK SUMMARY AND RECOMMENDATION

Summary of Key Risks Identified:			
1.			
2.			
3.			
Proposed Mitigation Measures:			
1.			
2.			
3.			
Overall Risk Rating (Circle One):	LOW	MEDIUM	HIGH
Recommendation:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve with Conditions (see above) <input type="checkbox"/> Reject		
Signature (Assessing Officer):		Date:	



APPENDIX B: BIOSAFETY AND BIOSECURITY SITE VISIT REPORT FORM

Instructions: This form must be completed by a qualified Biosafety Officer (TIDRC/UAC) or designated third party) for all Sub-grantees classified as **MEDIUM** or **HIGH** risk due to biological work. The visit must be conducted prior to release of funds (for HIGH risk) or annually (for MEDIUM risk).

Sub-grantee Name:	Site Visit Date:
Facility/Department Visited:	Assessed by (Name/Title):
Personnel Interviewed:	

SECTION 1: FACILITY AND INFRASTRUCTURE

Criteria	Compliant	Partially Compliant	Non-Compliant	N/A	Observations/Recommendations
1.1 Facility is certified for the required Biosafety Level (BSL-2, BSL-3)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Primary containment (BSCs, fume hoods) are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Compliant	Partially Compliant	Non-Compliant	N/A	Observations/Recommendations
certified and maintained?					
1.3 Autoclaves are functioning and spore-tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4 Handwashing sinks are accessible and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Eyewash stations and safety showers are accessible and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Physical security (access controls, locks, barriers) is adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 2: BIOSAFETY PRACTICES AND PROCEDURES

Criteria	Compliant	Partially Compliant	Non-Compliant	N/A	Observations/Recommendations
2.1 Staff observed using appropriate Personal Protective Equipment (PPE)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Safe sharps handling and disposal practices are followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Work surfaces are decontaminated after use and after spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Biohazard waste is segregated, treated, and disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attach: Waste Manifests
2.5 Spill kits are available and staff are trained in their use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Compliant	Partially Compliant	Non-Compliant	N/A	Observations/Recommendations
3.1 There is a system for inventory control of pathogens/toxins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Logs for access to freezer/refrigerator storage are maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Is there a procedure for reporting loss, theft, or release?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 3: BIOSECURITY AND INVENTORY CONTROL

Criteria	Compliant	Partially Compliant	Non-Compliant	N/A	Observations/Recommendations
3.1 There is a system for inventory control of pathogens/toxins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Logs for access to freezer/refrigerator storage are maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Is there a procedure for reporting loss, theft, or release?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 4: TRAINING AND DOCUMENTATION

Criteria	Compliant	Partially Compliant	Non-Compliant	N/A	Observations/Recommendations
4.1 All lab staff have documented initial biosafety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review: Training Records
4.2 All lab staff have documented, site-specific refresher training (annual)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3 An up-to-date Biosafety Manual is available in the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 Medical surveillance (e.g., baseline sera, vaccinations) is offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 5: OVERALL FINDINGS AND FOLLOW-UP

Overall Biosafety Rating (Circle One):	SATISFACTORY	MINOR DEFICIENCIES	UNSATISFACTORY
Summary of Critical Findings / Required Corrective Actions (with Deadlines):			
1.			
2.			
3.			
Next Site Visit Due:			
Signature (Assessing Officer):		Signature (Sub-grantee Rep):	
Date:		Date:	



APPENDIX C: DURC/PEPP RISK MITIGATION PLAN (RMP) TEMPLATE

Instructions: this form must be completed by the sub-grantee Principal Investigator and submitted for review and approval by TIDRC/UAC's Institutional Review Entity / Compliance Committee prior to the commencement of any research that has been flagged as potential Dual Use Research of Concern (DURC) or research that may generate a Pathogen with Enhanced Pandemic Potential (PEPP).

Sub-grantee Institution:	Date of Submission:
Principal Investigator (PI):	Project Title:
TIDRC Grant/Agreement Number:	

SECTION 1: RESEARCH IDENTIFICATION

1.1 List the specific pathogen(s)/agent(s) involved:

- [e.g., Influenza A (H5N1), SARS-CoV-2, Ebola virus (Zaire)]

1.2 Describe the proposed experiments, focusing on the manipulations that raise concern:

- [e.g., Site-directed mutagenesis to introduce mutations associated with mammalian adaptation; Serial passage in ferrets; Chimeric virus studies to assess transmissibility.]

1.3 Check the primary risk(s) associated with this research:

- Enhanced Transmissibility:** The research could increase the ability of the pathogen to spread between mammalian hosts (including humans).

- Enhanced Virulence:** The research could increase the severity of disease caused by the pathogen.
- Immune Evasion:** The research could disrupt the effectiveness of pre-existing immunity (from vaccination or natural infection) or established immunotherapies.
- Altered Host Range:** The research could enable the pathogen to infect new host species.
- Resistance to Countermeasures:** The research could enable the pathogen to resist antivirals or other therapeutics.
- Increased Stability:** The research could increase the pathogen's stability in the environment.
- Other:** [Please specify: _____]

SECTION 2: RISK BENEFIT ANALYSIS

2.1 Describe the potential benefits of this research (e.g., understanding pathogenesis, surveillance, vaccine development):

[e.g., This research will identify key mutations that allow the virus to cross the species barrier, which is critical for pandemic surveillance and pre-pandemic vaccine strain selection.]

2.2 Describe the potential risks if the agent were accidentally released or intentionally misused:

[e.g., Accidental release could lead to a local outbreak of a novel strain with pandemic potential for which no pre-existing immunity exists in the population.]

2.3 Justification: Why do the potential benefits outweigh the risks, given the proposed mitigation measures?

[e.g., The benefits of understanding pandemic potential are significant for global health security. The risks will be managed to a very low level by implementing the enhanced biosafety and biosecurity measures detailed below, ensuring the agent is contained.]

SECTION 3: RISK MITIGATION MEASURES

(Detail the specific measures that will be taken to prevent accidental release, theft, or misuse.)

3.1 Personnel Risk Mitigation:

[e.g., Only personnel with a minimum of 5 years BSL-3 experience will handle the agent.]

[e.g., All personnel will undergo enhanced background checks and psychological screening.]

[e.g., Two-person rule will be required for all access to the storage unit and for all manipulations in the BSL-3.]

3.2 Physical and Biosecurity Enhancements:

[e.g., The pathogen will be stored in a locked, monitored -80°C freezer with a double-lock system (keypad + key).]

[e.g., Access to the laboratory will be restricted via biometric scanners, logged, and reviewed weekly.]

[e.g., All manipulations will occur during core hours when a second team member is present, with continuous video monitoring.]

3.3 Pathogen Accountability:

[e.g., A detailed, real-time inventory log will be maintained, reconciling all aliquots used, destroyed, or in storage. The log will be reviewed and signed by the PI daily.]

[e.g., An independent inventory audit will be conducted by the Institutional Biosafety Committee monthly.]

3.4 Emergency Response:

[e.g., A specific incident response plan for this enhanced-risk pathogen has been developed and practiced with local law enforcement and public health authorities.]

SECTION 4: CERTIFICATION AND APPROVAL

Principal Investigator (Sub-grantee) Certification:

I certify that the information provided is accurate and that the proposed mitigation measures will be implemented and enforced.

Signature:	Date:
Institutional Contact for DURC (or equivalent) Concurrence:	Date:

FOR TIDRC USE ONLY

TIDRC Review Outcome:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Modifications <input type="checkbox"/> Rejected
TIDRC Reviewer Comments:	
TIDRC Authorizing Signature:	Date:
Conditions of Approval / Next Review Date:	

APPENDIX D: SUB-GRANTEE AGREEMENT TEMPLATE (KEY CLAUSES ONLY)

Instructions: this document is not a standalone contract but provides the core, non-negotiable clauses that must be included in any legally binding Sub-grant Agreement between TIDRC/UAC (the Lead Institution) and the Sub-grantee.



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SUB-GRANT AGREEMENT

between

THE TROPICAL INFECTIOUS RESEARCH CENTER (TIDRC)

and

[NAME OF SUB-GRANTEE]

Agreement Number: [XXXXTIDRC-RGMO-XXXX]

Date: [Date]

ARTICLE 1: SCOPE OF WORK

The Sub-grantee agrees to perform the activities described in Annex A – Scope of Work and Budget, which is attached hereto and forms an integral part of this Agreement.

ARTICLE 2: PERIOD OF PERFORMANCE

This Agreement shall be effective from [Start Date] to [End Date].

ARTICLE 3: PAYMENT CONDITIONS

3.1 TIDRC shall disburse funds to the Sub-grantee according to the schedule in Annex B – Payment Schedule.

3.2 The first disbursement is contingent upon the Sub-grantee meeting all pre-disbursement conditions listed in Annex C.

3.3 Subsequent disbursements are contingent upon receipt and TIDRC's acceptance of the financial and programmatic reports specified in Article 5.

ARTICLE 4: OVERSIGHT, MONITORING, AND AUDIT

4.1 The Sub-grantee shall grant TIDRC representatives, the primary funding agency, and their designated auditors full and timely access to premises, personnel, and all records (financial, technical, and biosafety) related to this Agreement.

4.2 TIDRC reserves the right to conduct announced and unannounced site visits, including biosafety and biosecurity inspections.

4.3 The Sub-grantee must comply with any audit requested by TIDRC/UAC or the primary funding agency. Failure to comply or the presence of major audit findings may result in suspension of funds.

ARTICLE 5: REPORTING

5.1 The Sub-grantee shall submit the following reports to TIDRC/UAC in the format provided:

- **Quarterly Financial Reports:** Due within 15 days of the end of each quarter.
- **Quarterly Programmatic Progress Reports:** Due within 15 days of the end of each quarter.
- **Final Report:** Due within 30 days of the Agreement's end date.

ARTICLE 6: BIOSAFETY, BIOSECURITY, AND RESEARCH OVERSIGHT

(This clause is mandatory for all sub-grantees. Sections in brackets [] apply only to those handling biological materials.)

6.1 The Sub-grantee shall adhere to all applicable national and international laws, regulations, and guidelines pertaining to the conduct of the research.

6.2 **[For Biological Research]** The Sub-grantee shall maintain a functional biosafety program, including an up-to-date biosafety manual, and ensure all personnel are adequately trained. All work must be conducted at the appropriate Biosafety Level (BSL) as specified in Annex A.

6.3 **[For High-Risk Research - DURC/PEPP]** The Sub-grantee acknowledges that the research described in Annex A has been identified as involving potential Dual Use Research of Concern (DURC) or Pathogens with Enhanced Pandemic Potential (PEPP). The Sub-grantee agrees to abide strictly by the **Approved Risk Mitigation Plan (RMP)** attached as **Annex D**.

6.4 The Sub-grantee must notify the TIDRC/UAC Biosafety Officer **immediately (within 24 hours)** of any:

- Laboratory-acquired infection (LAI) or suspected exposure.
- Loss, theft, or accidental release of any biological material.
- Significant breach of biosafety or biosecurity protocols.
- Any unexpected research finding that could alter the risk profile of the agent or the research.

ARTICLE 7: INTELLECTUAL PROPERTY

(Standard IP clause based on funding agency and TIDRC/UAC policy to be inserted here.)

ARTICLE 8: SUSPENSION AND TERMINATION

8.1 TIDRC/UAC may suspend or terminate this Agreement immediately upon written notice if the Sub-grantee:

- Fails to comply with the provisions of Article 6 (Biosafety and Biosecurity).
- Is found to have engaged in fraud, corruption, or misappropriation of funds.
- Fails to achieve key milestones without adequate justification.
- Otherwise materially breaches the terms of this Agreement.

ARTICLE 9: SIGNATORIES:

FOR THE SUB-
GRANTEE

Signature:

Name:

Title:

Date:

FOR THE TROPICAL INFECTIOUS
RESEARCH CENTER (TIDRC):

Signature:

Name:

Title:

Date:

Approval & adoption

This Policy for the Selection, Risk Assessment, and Oversight of Sub-Grantees, code:TIDRC/SGA/PSRAOSG-01, is hereby formally approved and adopted as the official policy of the Tropical Infectious Diseases Research Center/University of Abomey-Calavi, effective February 18, 2026




Salako L. DJOGBENOU

Head of Environment Data Management
and University Training Unit (UEGDFU)
Deputy Director of Tropical Infectious
Diseases Research Center (TIDRC/UAC)