



INSTRUCTIONS: Review the subrecipient and contractor lists below and check the statements which most accurately describe the outside entity. Complete both lists to ensure accuracy.

SUBRECIPIENT: A subaward is appropriate if a majority of the answers to the following questions are "Yes"

YES	NO	
		1. The Scope of Work (SOW) represents an intellectually significant portion of the programmatic effort of the overall project
		2. Has its performance measured in relation to whether objectives of a research program or project are met
		3. Has responsibility for programmatic decision making
		4. Is responsible for adherence to applicable program requirements specified in the Federal award or other sponsored project award
		5. Uses sponsored project funds to carry out a program for a public purpose specified in an authorizing statute as opposed to providing goods or services for the benefit of the pass-through entity

VENDOR/

CONTRACTOR: A goods or services requisition is appropriate if a majority of the answers to the following questions are "Yes"

YES	NO	
		1. Provides goods and services within normal business operations
		2. Provides similar goods and services to many different purchasers
		3. Operates in a competitive environment
		4. Provides goods or services that are ancillary (secondary) to the operation of a research program

Based on the checklist results, the characteristics indicate the outside entity is a:

SUBRECIPIENT

☐

CONTRACTOR

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