



Subawardee, Consultant, and Vendor Determination Checklist

Instructions: Use this checklist to determine what type of relationship is most appropriate for your study when working with an individual, company, or organization.

Process Overview: The GCO verifies the relationship during its review of your project. If the project is funded and the entity is a subawardee or consultant, an agreement will be established.

Subawardee (Other terms: Subrecipient, Subcontractor)

An organization or business receiving sponsored project award funds that:

- Has programmatic involvement in the project identified by a separate statement of work (SOW), a separate budget and separate organization approval
- Has responsibility for programmatic decision-making
- Has an individual listed as a Subaward PI, Co-Investigator, or one of the Multiple PIs in the application
- Has its performance measured against objectives as set forth in the SOW
- Has responsibility for adherence to applicable program compliance requirements such as obtaining IRB or IACUC approval
- Uses funds to carry out the project at its institution rather than providing goods or services for a fee for/at ISMMS
- Has the right to publish project results or serve as a co-author
- Has the option to develop patentable technology and to share in IP resulting from the project

Include Subawardee's costs in the subaward/subcontract/consortium section of your budget.

Consultant

A consultant (individual or company) receiving sponsored project award funds who:

- Provides professional advice or services
- Is paid a set fee or based on a fee schedule for his/her work , which includes all their expenses (travel expenses, supplies, overhead, etc.)
- Uses his/her own equipment and materials, not equipment or materials from his/her Institution (or de minimus use), for the work on the project
- Acknowledges that any resulting IP is owned by the hiring institution
- Pays his/her own taxes on earnings from the project
- Is not a paid employee of the entity providing the consulting reimbursement

Include Consultant's costs in the consultants section of your budget.

Vendor (Other terms: Contractor, Dealer, Distributor, Merchant)

A vendor (individual or company) receiving sponsored project award funds who:

- Is paid a flat fee
- Provides similar goods or services to many different customers
- Is not responsible for the project design, conduct or reporting of research or educational activities and is not involved in programmatic work on the project including project deliverables such as reports
- Is not considered to be engaged in research by a compliance committee (e.g., IRB, IACUC, etc.)
- Does not have the right to publish project results or serve as a co-author
- Has no intellectual property rights arising from work done for the study

Include Vendor's costs in the Other Expenses/Other Direct Costs section of your budget.