University of Central Florida
Office of Research Sponsored Programs
Determination/Prequalification Review Checklist: Subrecipient or Contractor/Vendor

Name of Outside Entity: _____
Type of Entity: ☐ Domestic non-profit ☐ Domestic for-profit ☐ Foreign ☐ Individual

The following should be analyzed in order to determine whether a "Subrecipient" or a "Contractor/Vendor" relationship exists. It is important to consider the substance of the relationship when determining whether a "Subrecipient" or a "Contractor/Vendor" relationship exists. 2 CFR Subpart 200.330-Subrecipient and contractor determinations, defines "Subrecipient" and "Contractor" relationships as follows:

2 CFR Subpart 200.93- Subrecipient *means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A "Subrecipient" may also be a recipient of other Federal awards directly from a federal awarding agency.*
2 CFR Subpart 200.23- Contractor *means an entity that receives a contract as defined in 2 CFR Part 200.22.*

Check all that apply:

Subrecipient:
- ☐ Has its performance measured against whether the objectives of the program are met.
- ☐ Has responsibility for making programmatic decisions.
- ☐ Has responsibility for adherence to applicable program compliance requirements.
- ☐ Uses Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.
- ☐ Determines who is eligible to receive Federal financial assistance.
- ☐ Will not earn a profit under the arrangement.
- ☐ Is required to contribute cash or in-kind match in support of the project.
- ☐ Publication of results expected; investigator to author or co-author.
- ☐ Is subject to compliance requirements of the Federal program and/or non-federal sponsoring agency.

Contractor/Vendor:
- ☐ Provides the goods or service within its normal business operations.
- ☐ Provides similar goods or services to many different purchasers.
- ☐ Operates in a competitive environment.
- ☐ Provides goods or services that are ancillary to the operation of the program.
- ☐ May earn a profit under the arrangement.
- ☐ Is not subject to compliance requirements of the Federal program and/or non-federal sponsoring agency.

NOTE: 1. As there are exceptions to the above list of characteristics, judgment must be used in determining whether an outside entity will be classified as a "Subrecipient" or as a "Contractor/Vendor." In making this determination, the substance of the relationship defines the type of agreement to be issued by UCF to the outside entity.

2. If services to be provided involve advising and/or consulting, not project-programmatic engagement, provider will be considered a "Consultant" (could be either an entity or an individual), and therefore not subject to the issuing of a Subaward Agreement, but rather to a Consulting Agreement if an award is made by the sponsoring agency to UCF. In the event of questions, please contact your ORC's Pre-Award Administration staff (at proposal stage) to discuss pertinent course of action.

I. To be completed by the Principal Investigator or Delegate / FP# _____:
Based on the analysis of the above definitions and considerations, the subject outside entity is determined to be a:
(Please select only one): ☐ *Subrecipient* ☐ *Contractor/Vendor* ☐ *None of these two classifications*

_____
Principal Investigator (Typed Name) Signature Date

II. OR's Proposal Manager/Pre-Award Determination: Above Determination by PI is:
☐ *Verified/Confirmed;* ☐ *Not verified/Require changes as follows:*
From: ☐ *Subrecipient to Contractor* **or From**: ☐ *Contractor to Subrecipient*

_____
Proposal Manager (Typed Name) Signature Date

The Proposal Manager will send an ancillary review with the third parties SOW to Subaward Assistant Director if a question still exists about the entity's determination.

III. Verification of Pre-Award Determination by OR's SUBAWARD UNIT STAFF:

☐ *Verified/Confirmed*, **or**

☐ *Change of Pre-Award Determination is required*: **From**: ☐ *Subrecipient to Contractor*

or From: ☐ *Contractor to Subrecipient*

Subaward Unit (Typed Name) **Signature** **Date:**

Comments: