

Subrecipient and Contractor Determination Checklist for Sponsored Projects

Instructions

Purpose of the checklist

To comply with the regulations of OMB Uniform Guidance, the University must determine whether services provided to further the purposes of an award (grant or contract) should be paid as a contractor agreement or subrecipient of the award. The checklist should be used to determine which of these agreements best applies to your situation.

How to use the checklist

Answer the questions in both sections of the checklist. The area in which you have the most "Yes" answers is probably the agreement type you should choose. As always with grants, there are exceptions, and your best judgment should be applied to make the determination. If you have questions which are not answered by this checklist regarding subrecipients, contact the Office of Sponsored Programs Administration. Contact [UM Supply Chain](#) for more information about supplier agreements, the bidding process, sole source orders, etc.

Definition of terms as they are used in this checklist

University	University of Missouri as the pass through entity of the primary award.
Organization	An entity that provides goods or services required to complete a sponsored project and will be paid as a contractor or subrecipient of the prime award issued to the University.
Sponsor	The Federal, State, Local, Private, or Industry entity that provides funds to the University to complete a project.
Project	An investigation aimed at discovering and interpreting facts with defined objectives and deliverables that the University agrees to provide the Sponsor according to the agreed upon terms and conditions of an award or contract.
Goods or Services	Deliverables of the agreement. Goods are tangible products while services are activities performed, such as data processing or analysis. Goods and services are generic (something to benefit a general audience) compared to independent research (which is unique to the project).

Details and examples for specific questions

- 1 A competitive environment is one that sells its product to anyone with funds to pay for it, for example a grocery store.
- 2 Answer "Yes" if the organization sells the same services or products to any customer who requests it. Answer "No" if the organization will have to develop or design something unique based on the objectives of the project.
- 3 In general, are you purchasing the beakers or the science performed in the beakers? Answer "Yes" if the product or service is something equivalent to the beakers, i.e. is ancillary to the project.
- 4 Answer "No" if the organization has been chosen because of the expertise of a specific person or team of persons within the organization that will identified in the proposal.
- 5 Answer "Yes" if the organization will merely be providing goods or data for the University to analyze or use in its research. Answer "No" if the organization will use their knowledge and expertise to analyze or provide results.
- 6 Answer "No" if the information about the methodology and design of organization's activities will be needed in order to complete reports on the project.
- 7 OMB Circular A-133 contains the Federal audit standards that apply to States, Local Governments, and Non-Profit Organizations. Organizations receive Federal funding must comply with these standards.
- 8 Answer "Yes" if the proposal will include any of the following for the organization's portion of the project: separate budget; facility and resource description; project site information; roles and responsibilities; etc.
- 9 Answer "Yes" if the funds issued to the organization will be dedicated to completing the project. Answer "No" if the funds will contribute to the general profit or operating funds of the organization.
- 10 Answer "Yes" if the organization's performance will be measured against the objectives of the primary project.
- 11 & 12: Questions are self-explanatory.