

Principal Investigator: \_\_\_\_\_

UF Proposal Number: \_\_\_\_\_

### Checklist to Determine Subrecipient or Contractor Classification

**OBJECTIVE:** Generally, the determination of the relationship with an entity is verified through the institutional review of the proposal narrative, budget justification, and other related proposal documents, as well as through discussions with key personnel prior to proposal submission. When the relationship remains unclear, this form may provide assistance in making an accurate determination.

**DEFINITIONS DERIVED FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

**Subrecipient:**

*A Subrecipient is an entity that receives a Subaward from UF to carry out a programmatic segment of a sponsored project.*

**Contractor:**

*A Contractor is an entity that UF procures goods or services from to carry out a sponsored project.*

**INSTRUCTIONS:** Complete sections one and two of the checklist by marking all characteristics that apply to the outside entity. Use the identified characteristics to weigh whether the entity would be best classified as a Subrecipient or a Contractor. The substance of the relationship is more important than the form of the agreement or the entity type. All of the characteristics listed may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

**NAME OF OUTSIDE ENTITY:** \_\_\_\_\_

**SECTION 1 - SUBRECIPIENT**

***Description** : A subaward is for the purpose of carrying out a programmatic segment of a UF sponsored project. If Federal or state funded, a subaward creates a Federal or state assistance relationship with the subrecipient and additional compliance rules would apply. Characteristics which support classifying an entity as a subrecipient include when the entity:*

- 1. Determines who is eligible to receive Federal assistance;
- 2. Has its performance measured in relation to whether objectives of a grant program were met;
- 3. Has responsibility for programmatic decision making;
- 4. Uses the funds to carry out a program for a public purpose, as opposed to providing goods or services for the benefit of UF.

*Entities that include these characteristics are responsible for adherence to applicable State and/or Federal program requirements specified in the primary award.*

**SECTION 2 - CONTRACTOR**

***Description** : A contract is for the purpose of obtaining goods and services for UF's use in support of a sponsored project. Characteristics indicative of a procurement relationship between UF and a contractor are when the entity receiving the funds:*

- 1. Provides similar goods and services within normal business operations;
- 2. Provides similar goods or services to many different purchasers;
- 3. Normally operates in a competitive environment;
- 4. Provides goods or services that are ancillary to the operation of the grant program.

*Entities that include these characteristics are not subject to applicable State and/or Federal compliance requirements as a result of the agreement, though similar requirements may apply for other reasons.*

**FINAL DETERMINATION:**

**SUBRECIPIENT**

**CONTRACTOR**

*Explanation of Determination:*

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_