

**OFFICE OF GRANTS & CONTRACTS
SUBRECIPIENT VS. CONTRACTOR CHECKLIST**



DATE
DRA
Name of PI
Name of Subrecipient Institution
Cayuse SP #

Before entering into a relationship with another entity under a sponsored award, a determination must be made as to the nature of the legal relationship of Villanova and other entity, including whether the other entity will provide goods/services or substantive, programmatic work to Villanova as the prime recipient of funding.

This in turn will determine the type of legal agreement required to document the relationship. This is a significant decision because it determines the allocation of responsibilities and influences the appropriate application of indirect cost rates.

The DRA should complete this form with information provided by the PI to support the decision-making process. To use it check the box under the Evaluation Questions if the answer to the question is “yes.” Then submit the form to subrecipient@villanova.edu for a final determination. DRA will upload the completed form to Cayuse SP record.

Evaluation Questions	
Does the recipient have internal controls that reflect the requirements of Uniform Guidance 2 CFR200.300 - 521 and the OMB Supplement Part 6 ?	Yes <input type="checkbox"/>
Is the recipient an individual?	<input type="checkbox"/>
Is the recipient an organization?	<input type="checkbox"/>
Do the activities described in the SOW provide benefit to the public?	<input type="checkbox"/>
Does the recipient have flexibility in how to implement the activities?	<input type="checkbox"/>
Is the recipient contributing to programmatic decisions?	<input type="checkbox"/>
Is the recipient providing goods or services that they typically provide in a competitive environment?	<input type="checkbox"/>
Is the recipient providing goods or services that are ancillary to the research activities?	<input type="checkbox"/>
Additional Comments	

OG&C USE ONLY - DETERMINATION	
<input type="checkbox"/> Contractor Reviewed by: Notes:	<input type="checkbox"/> Subrecipient Date: