Principal Investigator:

University Proposal Number:

**Checklist to Determine Subcontract (SUB) or Contractor (PO)**

**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.

**INSTRUCTIONS**: Complete sections one and two of the checklist by marking all characteristics that apply to the proposed entity.

The section with the greatest number of marked characteristics indicates the likely type of relationship the entity will have with the University. On occasion there may be exceptions to the type of relationship indicated by the completed checklist.

In these situations, the substance of the relationship should be given greater consideration than the form of agreement between the University and the outside entity. Section 3 should be used to provide documentation on the use of judgment in determining the proper relationship classification.

# NAME OF OUTSIDE ENTITY:

**SECTION 1 ‐ SUBRECIPIENT**

***Description*** *: A SUB is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the SUB*

1. Determine eligibility to receive Federal assistance;
2. Is a University or None-Profit Organization (NPO)
3. Has responsibility for programmatic decision making;
4. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass‐through entity.

*Entities that include these characteristics are responsible for adherence to applicable Federal program requirements specified in the Federal award and in most cases subject to the OMB Circulars.*

# SECTION 2 ‐ CONTRACTOR (PO)

***Description*** *: A PO is for the purpose of obtaining goods and services from the non‐Federal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the non‐Federal entity and a contractor are when the non‐Federal entity receiving the Federal funds:*

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

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

# SECTION 3 ‐ USE OF JUDGMENT CERTIFICATION (EXCEPTIONS)

***Description*** *: In determining whether an agreement between a pass‐through entity (UTEP) and another non‐Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass‐through entity (UTEP) must use judgment in classifying each agreement as a Sub or a PO.*

*Explanation of Use of Judgment/ Determination:*

# FINAL DETERMINATION:

**SUBRECIPIENT CONTRACTOR RA INTIALS**

**Authorized Signature: Date:**

**DEFINITIONS FROM Uniform Guidance (2 CFR, Part 200) Subrecipient (§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.*

**Contractor (§200.23):**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

*§200.22Contract means a legal instrument by which a non‐Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

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