



Into which category does your proposed collaboration fall?

Review the statements in each column below to help you determine which category best fits your collaborative needs for the proposed research agreement.

| Subrecipient (a.k.a. Subawardee/ Subcontractor) | Vendor (a.k.a. Contractor) | External Consultant | Intra-university Consultant |
|---|---|---|--|
| An entity that has agreed to work in collaboration with the USF PI to perform a substantive portion of the programmatic effort on an award. | An individual, business, or other entity which supplies products or services to the university. | An individual or business whose expertise is required to perform the project. Services are temporary and special or highly technical. | An employee of USF whose expertise is temporarily required to perform work on the project. |
| Works collaboratively with the USF PI as a co-investigator at another entity to which funds are being passed. | Provides similar goods or services to different purchasers. | An individual or business outside the project who confers with the PI regarding research objectives. | Tasks or responsibilities are above and beyond the employee's regular USF duties; |
| Has the authority to make administrative and programmatic decisions and to control the method and results of the work. | Does not make program decisions or take actions that impact a program's overall success or failure. | Does not develop the objectives of the project. | AND, Services are provided outside normal work hours; AND, Is not named as an investigator on the project; |
| Has responsibility to meet all applicable sponsor requirements. | Is not subject to sponsor compliance regulations. | Is not responsible for the overall outcome of the project. | AND, Is not an employee of the project; AND, Work is performed for a department, center, or academic unit other than the employee's assigned department; OR, Work is performed at a remote location. |

| Subrecipient (a.k.a. Subawardee/ Subcontractor) | Vendor (a.k.a. Contractor) | External Consultant | Intra-university Consultant |
|---|---|--|------------------------------------|
| Has performance measured against meeting program objectives. | Goods and services are ancillary to the program. | Entity is not responsible in designing or developing the research. | |
| | The goods and services are secondary to the central purpose of the project. | Consultant determines how to accomplish the work. | |
| Are designated senior/key personnel in the proposal- may be a Co-PI. | Competes with comparable entities to provide the same goods and/or services. | Does not serve as senior personnel – <i>e.g.</i> , Co-Investigator, Principal Investigator, etc. | |
| Uses sponsor funds to carry out a program rather than provide a good or a service. | Goods and services are billed according to the vendor/contractor’s established rates. | Will not use university resources. Provides its own work area, tools, materials, and supplies. | |
| Has responsibility for the end results of the research effort. | Is not responsible for research results. | Is not responsible for conducting the research or reporting the research. | |
| Services are complex and require a scope of work and budget, billing requirements, and a deliverable schedule. | Provides goods or services as part of their normal business operations. | Good or service provided is not essential toward the shape, direction, and/or completion of the project. | |
| | Provides goods or performs services only (no analysis or discretionary judgment is used). | Provides similar services to other organizations. | |
| The entity’s statement of work may represent an intellectually significant portion of the programmatic decision making. | There is no scope of work. | USF defines the scope of work. | |

| Subrecipient (a.k.a. Subawardee/ Subcontractor) | Vendor (a.k.a. Contractor) | External Consultant | Intra-university Consultant |
|--|---|---|-----------------------------|
| The entity's work results may involve intellectual property and/or may lead to publications. | No potential for patentable or copyrightable technology to be created through project from activities of the entity. | Consultant determines how to accomplish the work but is not responsible for conducting the research or reporting the research. There is no likely potential for patentable or copyrightable technology to be created through project from activities. | |
| Needs animal and/or human subjects approvals for its independent portion of the work. | Provides goods or performs services only; is not responsible for conducting the research. | Good or service provided only; is not responsible for conducting the research. | |
| Requires a separate budget and budget justification in the application. | <p>No one individual providing goods and services is identified.</p> <p>Consult UCO's Procurement website for required documentation.</p> | Requires completion of an independent contactor worksheet, agreement, and attestation. Consult UCO's Procurement website for further details. | |
| Employees of the collaborating entity who are eligible for worker's compensation, liability coverage, or unemployment through the collaborating institution are specified in the budget and/or budget justification. | No one individual providing goods and/or services is identified. | <p>Is not considered an employee of the university and, therefore, is not eligible for worker's compensation, liability coverage, or unemployment.</p> <p>Receives a fee for their services, not a salary.</p> | |

Note: The role of the entity is the driving factor for determining payment method. It is not expected that all of the characteristics denoted above will be present in every situation; however, a careful and

deliberate assessment should be undertaken when determining the type of collaboration in which you intend to engage so as to ensure that the appropriate agreement is executed.

If after reviewing these characteristics you are still unsure, please contact your assigned SRA during the proposal development phase. Should the question arise after the project is awarded, contact your assigned SRA and Sponsored Research's Compliance unit.