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| --- | --- | --- |
| Log #:        | Date:       | Prepared By:       |
|  |
| Objective: The checklist provides assistance to determine if an outside entity providing goods or services for a proposed project should be classified as a vendor or a subrecipient.  |
| Instructions: Complete sections one and two of the checklist by marking all characteristics that apply to the outside entity. The section with the greatest number of marked characteristics indicates the likely type of relationship the entity will have with the IUP Research Institute. 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 IUP Research Institute and the outside entity.  |
| Name of outside entity:       |
| **Section 1 – Subrecipient**  |
| Description: *A subrecipient performs activities that are significant to the sponsored research project. Its work is unique, and it has clearly distinguished deliverables for the project* |
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|  [ ]  | The entity’s performance is measured against whether its unique contributions help to meet the objectives of the overall research project. |
|  [ ]  | The entity uses federal funds to carry out its specific portion of the project as compared to providing routine goods or services for the University. |
|  [ ]  | The entity is responsible to adhere to applicable Federal compliance and audit requirements. |
|  [ ]  | The entity usually retains title to and bears responsibility to protect intellectual property that it creates during the research project.  |
|  [ ]  | The entity’s Principal Investigator and/or key personnel may author publications related to its portion of the research activities.  |
|  [ ]  | The entity’s Principal Investigator serves as an Investigator on the primary project and shares responsibility with the primary project’s Principal Investigator for the results and decisions of the research effort.  |
|  [ ]  | The entity determines who is eligible to receive Federal financial assistance.  |
| **Section 2 – Vendor**  |
| Description: *A vendor supplies a routine good or service to the general public. It is usually a for-profit entity and does not innovate its goods or services for the sponsored research project.*  |
|  [ ]  | The entity provides similar goods and services to many different purchasers within normal business operations. |
|  [ ]  | The entity operates in a competitive environment.  |
|  [ ]  | The entity provides goods or services that are ancillary (of minor significance) to the proposed project.  |
|  [ ]  | The entity is not subject to compliance requirements of the Federally-funded project. |
|  [ ]  | The entity is not responsible for the results of the research project. |
|  [ ]  | The entity performs work on Indiana University of Pennsylvania’s behalf, and the University retains ownership of the product. |
|  [ ]  | The entity does not possess ownership of intellectual property created during the research project. |
|  [ ]  | The entity does not produce publications related to the research project. |
|  **Section 3 – Determination**   |
|  [ ]  | Subrecipient  |  [ ]  | Vendor |
|  |  |  |
|  | Senior Grant and Contract Specialist |  |
| ***Definitions from Federal OMB Circular A-133, Subpart B \_\_\_\_\_\_\_.100.\**** |



IUP Research Institute
**Recipient/Subrecipient or Vendor Determination Checklist**[www.iup.edu/researchinstitute](http://www.iup.edu/researchinstitute)