

SUBRECIPIENT (SUBAWARD/SUBCONTRACT)

An entity that has agreed to work in collaboration with the DU PI to perform a substantive portion of the programmatic effort on an award.

- Works collaboratively with the DU PI as a co-investigator at another entity to which funds are being passed.
- Has authority to make administrative and programmatic decisions and to control the method and results of work
- Has responsibility to meet all applicable sponsor requirements
- Has performance measured against meeting the program objectives
- Are designated as senior/key personnel, subaward PI, co-investigator, or as one of the multiple PI's on the application
- uses funds to carry out the project at its institution rather than providing goods or services for a fee at DU
- Has responsibility for the end results of the research effort
- Services are complex and require a scope of work and budget, billing requirements, and a deliverable schedule
- The entity's statement of work may represent an intellectually significant portion of the programmatic decision making
- The entity's work results may involve intellectual property and/or may lead to publications
- Needs animal and/or human subjects approvals for its independent portion of the work
- Requires a separate budget and budget justification in the application

If the statements above best describe your proposed agreement, please complete the subrecipient commitment form located [here](#).

CONSULTANT

An individual or business whose expertise is required to perform the project. Services are temporary and special or highly technical.

- An individual or business outside the project who confers with the PI regarding research objectives
- Does not develop the objectives of the project
- Is not responsible for the overall outcome of the project
- Is not responsible in designing or developing the research
- Is not responsible for conducting the research
- Is not responsible for reporting the research
- Receives a fee for their services not a salary
- Provides similar services to other organizations
- Does not serve as senior personnel - e.g., Co-Investigator, Principal Investigator, etc.
- Uses their own equipment and materials (not those from their own institution or de minimis use)
- DU defines the scope of work
- Consultant determines how to accomplish the work
- Is not considered an employee of the University and therefore is not eligible for workers compensation, liability coverage, or unemployment and pays their own taxes on earnings from the project
- Payment is based upon completion of specific work, rather than time worked

If the statements above best describe your proposed agreement, ORSP will establish a consulting agreement at the time of award. If you are unsure whether the work requires an agreement, please contact ORSP.Subs@du.edu.

VENDOR

An individual, business, or other entity which supplies products or services to the University.

- Provides similar goods or services to different purchasers
- Does not make program decisions or take actions that impact a program's overall success or failure
- is not considered to be engaged in research by a compliance committee nor is subject to compliance requirements of the Federal program (e.g., IRB, IACUC, etc.)
- Provides goods or services as part of their normal business operations
- Competes with comparable entities to provide the same goods and/or services
- is not responsible for the project design, conduct or reporting of research or educational activities and is not involved in programmatic work on the project including deliverables such as reports
- There is no scope of work
- Goods and services are billed according to the vendor/contractor's established rates
- The goods and services are secondary to the central purpose of the project
- No potential for patentable or copyrightable technology to be created through project from activities of the entity
- Performs services only (no analysis or discretionary judgment)
- No one individual providing goods and services is identified

If the statements above best describe your proposed agreement, an agreement is not required through ORSP. Please follow procurement guidelines to establish a vendor PO.