



Mississippi State University
Office of Sponsored Projects and Office of Procurement and Contracts
Subrecipient Determination Checklist

Please Mark all applicable characteristics to determine the relationship between MSU and the Entity.

Subaward: an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Subawards have the following characteristics:

- ☐ Involved in a significant portion of the scope of work of an MSU sponsored project.
- ☐ Responsibility for programmatic decision making.
- ☐ Uses funds to carry out program within the organization as opposed to providing goods and services for a program.
- ☐ Responsible for adhering to applicable program compliance requirements.
- ☐ Subaward PI may be a co-author on publications or seek patent protection for inventions.

Vendor: A dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a research program.

Vendors have the following characteristics:

- ☐ Provides goods or services within normal business operations.
- ☐ Provides similar goods or services to many different purchases.
- ☐ Operates within competitive environments.
- ☐ Provides goods or services that are ancillary to the operation of the research project.
- ☐ Are not subject to monitoring or reporting requirements of prime agreement.

Consultant: An individual or company retained to provide professional advice or services on a project for a fee.

Consultants have the following characteristics:

- ☐ Company or individual who is a consultant (expert advisor) who pursues this line of business for him/herself.
- ☐ Paid for their time at a fixed rate (daily/hourly, etc).
- ☐ Consultant is considered “work for hire” thus all intellectual property and copyrightable information is assigned to MSU.
- ☐ Usually for a short period of time.
- ☐ RFP sometimes dictates the amount that can be charged.

Based on the criteria above, the relationship with the entity should be considered a:

☐ Subaward	☐ Vendor	☐ Consultant
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* If the relationship is a subaward, the agreement will be handled by the Office of Sponsored Projects. If the relationship is a vendor/consultant, the agreement will be handled by the Office of Procurement and Contracts.