



**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:

<input type="checkbox"/> Subaward	<input type="checkbox"/> Vendor	<input type="checkbox"/> 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.