



SUBRECIPIENT AND CONTRACTOR DETERMINATION FORM

OMB Uniform Guidance, 2 CFR 200 section 200.330 requires a case-by-case determination of whether an agreement "casts the party receiving the funds in the role of a subrecipient or a contractor." This form will be used by Lamar University to document this required determination.

- **Subrecipient** – An entity that will carry out part of an award received by Lamar University.
- **Contractor** – An entity from which Lamar University will purchase goods or services for its own use in carrying out the award.

Name of Organization:

Type of Organization: (i.e. nonprofit, for-profit, individual)

PI/Sponsor: _____/_____

Check all that apply. This assessment should be considered in determining they type of agreement.

SUBRECIPIENT

☐ Will carry out a portion of the award (e.g. conduct research)

☐ Will be responsible for programmatic decision making

☐ Will have performance measured in relation to meeting objectives of the program

NOTE: Subrecipients have responsibility for adherence to applicable program requirements

CONTRACTOR (e.g. Professional Service Agreement)

☐ Provides similar goods/services to many different purchasers within normal business operations

☐ Provides goods/services that are ancillary to the project (supports the primary activity)

☐ Operates in a competitive environment

Determination

Judgment must be used in determining whether an entity is a subrecipient or a contractor. The substance of the relationship is more important than the form of the agreement.

Based on the checklist and the substance of the relationship, the organization is determined to be a:

☐ **Subrecipient** ☐ **Contractor**

Principal Investigator

Date

If you have any questions, please feel free to contact the Office of Research & Sponsored Programs.