

**SUBRECIPIENT vs. Contractor DETERMINATION FORM**

**JHU PI:** \_\_\_\_\_ **COEUS PROPOSAL DEVELOPMENT No.:** \_\_\_\_\_

**NAME OF ENTITY:** \_\_\_\_\_ **IPN:** \_\_\_\_\_

A subrecipient receives an award of assistance from the prime awardee and conducts its own scope of work. More information on the difference between a contractor and a subrecipient can be found in [OMB Uniform Guidance](#), Subpart D, section .330. This form is used to document the characteristics of the relationship between an external entity and the University to determine that the entity is properly treated as a subrecipient as opposed to a vendor/contractor. **This determination ultimately rests with JHU and is based on the totality of factors and the unique situation of each collaborating site.**

**Determination of Classification as Subrecipient as opposed to Contractor (check all that you believe may apply):**

<input type="checkbox"/> Entity will perform substantive program work.
<input type="checkbox"/> Entity has responsibility for making programmatic decisions.
<input type="checkbox"/> Entity's personnel are identified as having a key role in JHU's proposal.
<input type="checkbox"/> Entity has responsibility for compliance with Federal program requirements.
<input type="checkbox"/> Entity's performance is measured against whether or not the objectives of the sponsored program have been achieved.
<input type="checkbox"/> Entity will seek to publish or co-author the results
<input type="checkbox"/> Funds will be used to carry out a sponsored program assigned to the entity rather than provide goods or service to JHU
<input type="checkbox"/> Entity may provide cost sharing for which it is not reimbursed by JHU

<b>Statement of Work Description:</b>

*I hereby certify that the information provided here is true and accurate to the best of my knowledge*

**PI Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I hereby certify that based upon the information provided the named entity above should/should not be classified as a subrecipient.**

**Research Administration Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_