**Identifying Information**

1. Name of Entity: Click here to enter text.  
2. JMU Principal Investigator: Click here to enter text. Initial: Click here to initial  
3. Proposal Title: Click here to enter text.  
4. Sponsor: Click here to enter text.

**Purpose of This Form**

As required by §200.330 of the Uniform Guidance, JMU must determine, on a *case by case basis*, whether an entity receiving federal funds is a *subrecipient* or a *contractor*.

* Subrecipient: Conducts its own scope of work within a project or program
* Contractor: Provides services needed for the recipient to carry out a project or program

This determination is a judgment call, based on the totality of the circumstances. No individual criteria automatically establish an organization as either a subrecipient or a contractor. The substance of the relationship is more important than the form or name of the agreement.

Details in the proposal narrative, budget justification, and other related proposal documents, as well as the questions below (*when answered by the Principal Investigator*), will be used to assist OSP personnel in classifying the relationship.

**Subrecipient or Contractor? *Check all that apply***

**Subrecipient** Responsible for design, development, conduct, reporting, and overall outcome of the program  
 Will perform substantive program work, based on statement of work, budget & budget justification  
 Personnel are identified in the proposal as principal investigator and/or having a key role  
 Has authority to make programmatic decisions and to control the method and results of work  
 May provide cost sharing or matching funds for which it is not reimbursed by JMU   
 May seek to author or co-author publications on the results of its work  
 Work could result in the development of intellectual property   
 Work will require animal and/or human subject approval   
 Will use funds to carry out a sponsored program ( as opposed to providing goods and services for a JMU program)   
 Is responsible for adhering to applicable program compliance requirements specified in the award  
 Performance is measured against the objectives of the sponsored program **Contractor** Provides goods or services purchased with the funds within its normal business operations   
 Provides similar goods or services to many different purchasers   
 Normally operates in a competitive environment  
 Provides goods or services that are ancillary to the operation of the program  
 Is not subject to compliance requirements of the program

**Identifying Information**

Click here to enter text. (Initial & Date) Based on my analysis, the entity in this proposal is a Subrecipient Contractor