



**Subrecipient Versus Vendor Form**

UNO PROJECT/GRANT ID: \_\_\_\_\_

SPEED KEY: \_\_\_\_\_

UNO'S PI: \_\_\_\_\_

PRIME SPONSOR: \_\_\_\_\_

**Proposed Subrecipient/Vendor Name:** \_\_\_\_\_

**Yes      No**

1. Provides the goods and services within normal business operations.
2. Provides similar goods or services to many different purchasers.
3. Operates in a competitive environment.
4. Provides goods or services that are ancillary to the operation of the prime program.
5. Is not subject to compliance requirements of the program.
6. Determines who is eligible to receive the funds (via a subcontract, a participant fee, etc.) from the subcontract funds received from UNO.
7. Has its performance measured against whether the objectives of the prime program are met.
8. Has responsibility for programmatic decision making.
9. Has responsibility for adherence to applicable program compliance requirements.
10. Uses the funds to carry out a program as opposed to providing goods or services for a program to UNO.

If you answered yes to questions 1, 2 or 3, attach a copy of the subcontractor's price sheet that they charge to other customers.

**PI CERTIFICATION:**

I certify that the above answers are accurate to the best of ability. I am aware that my answers are used to determine the relationship between UNO and the subcontractor. The relationship will determine the level of monitoring required.

\_\_\_\_\_  
PI Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PI Printed Name

**ORSP REVIEW:**

Relationship :              Vendor                              Subrecipient

Reviewed by: \_\_\_\_\_  
ORSP Signature

\_\_\_\_\_  
Date

If you have any questions, please contact the Office of Research at 504-280-6836 or [orsp@uno.edu](mailto:orsp@uno.edu).

Return completed form to:              University of New Orleans,  
Office of Research and Sponsored Programs, 1005 Admin Bldg  
2000 Lakeshore Drive  
New Orleans, LA 70148