

WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION
CHECKLIST FOR DETERMINATION OF SUB-RECIPIENT/SUBCONTRACT

NAME OF ORGANIZATION to provide the services:

Proposed SPONSORING AGENCY:

CONTRACT/GRANT No. (if known):

Is this organization in your opinion performing a substantive portion of the work? _____ (Y/N)

Please attach a statement of work.

Please answer the questions below as they pertain to this project.

	YES	NO
1. Does the organization operate in a competitive environment?		
2. Does the organization provide goods and services within normal business operations to different purchasers?		
3. Are services being performed routine services that could be performed for the general public or general research/scientific community rather than unique to the project?		
4. Is the contribution made to the project one of services performed rather than independent research?		
5. Is the organization free from programmatic compliance requirements?		
6. Is the organization using funds to carry out a program of the organization rather than providing goods and services to WVURC's program?		
7. Is the organization free to decide how to carry out the activities of the program?		
8. Is work being performed unique to the project and designed specifically to enhance the scientific research goals and outcomes of the program?		
9. Does organization have distinct deliverables to deliver to the research goals of the project?		
10. Will organization contribute deliverables with little direct supervision from WVU's PI?		
11. Is there an identified investigator at the organization?		
12. Does the organization have publishing rights and responsibilities?		
13. Will the organization have rights to resulting patentable or copyrightable technology?		
14. Does the organization make measurable, significant, scientific contributions to the final report or product?		
15. Is the organization required to adhere to applicable program compliance requirements?		

WVU Principal Investigator

Date

Office of Sponsored Programs

Date

Instructions for Checklist for Determination of Vendor/Subrecipient

The questions in the West Virginia University Research Corporation Checklist for Determination of Vendor/Subrecipient are based solely on Section 210 of OMB Circular A-133 and are used to ensure that WVU/WVURC is compliant with federal regulations. The instructions below provide some additional information relating to each of the specific questions in the checklist.

1. If yes, this organization would provide the same or similar services to any public or private entity or individual with the funding to hire them.
2. This organization provides their goods and/or services to more than one purchaser at any given time.
3. The services being performed would be performed for any entity with the means to procure said services.
4. If this is a service, the performing organization would perform the same or similar service to any public or private entity or individual with the funding to hire them. Whether or not these services are customized specific to this project such as those of an architect does not change the fact that this organization is still performing a service.
5. This question relates to many aspects of compliance issues (financial compliance, regulatory compliance [human subjects, animal welfare, biohazards, etc.]).
6. Is the performing organization actually substantively involved in the program or are they performing some type of service such as analysis that augments the WVU program?
7. Does this organization have a principal investigator that is free to operate his/her portion of the program within the parameters of the prime award?
8. This question also relates to the substantive portion of the work. Does it have a clearly defined statement of work?
9. If the performing organization has specific deliverables that are included in the deliverables required by the prime award, then the answer to this question would be yes.
10. Relating to Question 7, the performing organization operates their portion of the program only within the confines of the terms and conditions of the prime award rather than with detailed instructions from the WVU/WVURC PI.
11. Self explanatory.
12. Based on the terms of the prime award and the activities of the performing organization, will this organization be performing activities that would lend themselves to publication?
13. Based on the terms of the prime award and the activities of the performing organization, will this organization be performing activities that would lend themselves to filing a patent or copyrighting information?
14. Is the work being performed work that will be incorporated into the final report/product being provided to the funding agency?
15. Based on the prime award, is the performing organization bound by compliance issues (financial compliance, regulatory compliance [human subjects, animal welfare, biohazards, etc.]?)