



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Sponsored Project Outgoing Agreement Guide

Is the Provider a Subrecipient or a Contractor?

Subrecipients

A **subrecipient** is responsible for the end results of the research effort along with the principal investigator where federal funds are being passed through to another entity. At the UW this policy applies to all non-Federal sub-agreements as well.

Subrecipients may have some or all of the following characteristics:

- Their performance is measured against meeting the objectives of the program.
- They have authority for administrative and programmatic decisions.
- They provide on-going research or collaboration for the life of the program.
- They carry out a program of the subrecipient as compared to providing services for a program of the prime recipient.
- They are responsible for applicable program compliance requirements.

Contractor

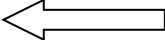
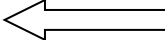
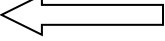
A **contractor** provides ancillary goods or services that the principal investigator needs to conduct the research effort. A contractor is not responsible for the research results.

Contractors have the following characteristics:

- They provide the service as part of their normal business operations.
- They provide a similar service to many different purchasers.
- They operate in a competitive environment (compete with others who can provide a similar service).
- Their program compliance requirements do not pertain to the service provided.
- **Consultants** are contractors

Need Assistance in determining the appropriate relationship between Subrecipient and Contractor?

Please see the [“Sub-Award Determination Questionnaire”](#)

	<u>Subrecipient</u>			<u>Contractor</u>	
	Sub Agreements	Shared Grant	Regrants/Minigrants	Academic Support Services	Other Outgoing Fee for Service
Synopsis	Recipient is a collaborator in the scope of the work being performed; while UW-PI is responsible to ensure work is being completed, the UW PI would not manage specific tasks. Sub acts as a collaborator in directing the project.	Is simply a "Sub-Agreement" to another UW System institution Uses different agreement language & account codes	Typically the UW will receive a grant from a sponsor in which the UW is charged with dispensing the funds to various organizations (Grantees). A panel/committee is formed to issue an RFP and select grantees from the proposals received. The Grantees are selected by panel to perform a project of their own design and direction.	Provider uniquely qualified (sole source) to perform a portion of the work at the direction of the UW-Madison PI.	Performing work at the direction of the UW-Madison PI. Providing goods and services as part of their normal business operation.
IP?	YES... Sub is adding significant intellectual content to the project, and expects to retain the same rights to IP and copyright as that retained by the UW PI	Same as "Sub-Agreements" 	Yes... Grantee is typically adding intellectual content to their individual project, which may build on the larger aims of the award. Expects to retain rights to IP and copyright.	No... Routine tests, surveys, or other activities requiring little or no discretionary judgment. Does not add significant intellectual content; no expectation to retain IP or copyright.	No... Does not add significant intellectual content; no expectation to retain IP or copyright.
Terms	Must adhere to compliance requirements of the Prime Sponsor.	Same as Sub-Agreements 	Must adhere to compliance requirements of the Prime Sponsor; likely that UW / grant panel will add additional reporting and other conditions.	Dictated by Purchasing Services policies	Dictated by Purchasing Services Policies
Req. Account codes	Account Codes 3840 and 3845	Account Code 3910	Account Code 5780	Contact Purchasing Services	Contact Purchasing Services
F&A	F&A charged based on policy of sponsor	See "Sub Agreements" 	No F&A charged	No specific F&A charged. F&A built into cost of service.	No specific F&A charged. F&A built into cost of service.
RSP or Business Services	Negotiated, signed and administered by RSP	Negotiated, signed and administered by RSP	Negotiated, signed and administered by RSP	Executed by Purchasing Services	Executed by Purchasing Services