

**Identifying Information**

- 1. Name of Entity: \_\_\_\_\_
- 2. JMU Principal Investigator: \_\_\_\_\_
- 3. Proposal Title: \_\_\_\_\_
- 4. Sponsor: \_\_\_\_\_

**Purpose of This Form**

Per 2 CFR 200.331, JMU as the pass-through entity is responsible for making case-by-case determinations as to whether the entity receiving Federal funds is a subrecipient or a contractor. The former receives a subaward while the latter receives a procurement contract.

- Subaward: an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant.
- Subrecipient: an entity that receives a subaward from a pass-through entity to carry out part of a Federal award. The term subrecipient does not include a beneficiary or participant. A subrecipient may also be a recipient of other Federal awards directly from a Federal agency.
- Contractor: an entity that receives a contract.

No single factor or any combination of factors is necessarily determinative. In making this determination, the substance of the relationship is more important than the form of the agreement. OSP will take the proposed subrecipient's scope of work (draft) into consideration and render the final decision.

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

**Subrecipient**

- Responsible for design, development, conduct, reporting, and overall outcome of the program
- Will use funds to perform substantive work based on a budget and budget justification
- Has responsibility for decision-making and a level of control over implementing planned activities
- Will contribute in a creative way to designing and/or conducting research
- Has its performance measured in relation to the objectives of the Federal program

**Contractor**

- Will use funds to provide goods or services within its normal business operations
- Provides similar goods or services to many different purchasers
- Normally operates in a competitive environment
- Little or no independent decision-making for the design and conduct of the project

**Decision**

Based on my analysis, the entity in this proposal is a:

- Subrecipient  Contractor      JMU PI Signature: \_\_\_\_\_

**OSP Approval**

Based on OSP review, the above decision is:

- Approved  Denied      OSP Signature: \_\_\_\_\_

*This is an internal form. Do NOT include this in your funding application.  
Please return to [jmu\\_grants@jmu.edu](mailto:jmu_grants@jmu.edu)*