

**UW-Extension (UWEX)
Office of Extramural Services (OES)
(version dated 04-13-15)**

Subawardee Name: _____

Sub-Award Questionnaire – Subrecipient or Contractor?

How to use the Checklist

More “Yes” answers to questions 1 - 4 and “No” answers to questions 5 - 8 signify that a **contractor** relationship is more appropriate. Subsequently, more “No” answers to questions 1 - 4 and “Yes” answers to questions 5 – 8 indicate a **subrecipient** relationship is more appropriate. If you have additional questions, please contact your Divisional office or your OES accountant. Sub-awards and shared grants are processed by OES, and contractor agreements are processed by the Purchasing Office.

Answer these questions to determine how an organization should be paid, as a contractor or subrecipient

(Circle One)

- | | | |
|---|-----|----|
| 1. Does the organization provide the proposed goods/services within its normal business operations? | Yes | No |
| 2. Does the organization provide similar goods or services to many different purchasers? | Yes | No |
| 3. Does the organization operate in a competitive environment? | Yes | No |
| 4. Are the proposed goods or services ancillary to the performance of UWEX’s sponsored program? | Yes | No |
| 5. Are the organization’s personnel named and identified as having key roles in UWEX’s proposal? | Yes | No |
| 6. Is the organization’s performance measured against the objectives of the sponsored program? | Yes | No |
| 7. Does the organization have responsibility for programmatic decision making? | Yes | No |
| 8. Will the organization use the proposed funds to carry out a program of its own, as compared to providing goods or services for UWEX program? | Yes | No |

Need assistance in answering a question? Please see below for clarification

- 1 Answer "Yes" if the organization provides the same services or products as part of its daily business operations.
Answer "No" if the organization is developing a unique service or product for the UWEX.
- 2 Answer "Yes" if the organization sells the same services or products to any customer, or if the organization is simply running lab tests, fabricating equipment, or developing plans to UWEX specifications.
Answer "No" if the organization has to develop or design something unique based on project objectives.
- 3 Answer “Yes” if other sources are readily available. They compete with others who can provide a similar service.
Answer “No” if the organization provides a unique resource.
- 4 Answer “yes” if the organization provides elements incidental to the work (e.g. if they are providing “skilled hands” but not interpretation in developing programmatic conclusions).
- 5 Answer "Yes" if the proposal includes any of the following for the organization's portion of the project: separate budget; facility and resource description; project site information; roles and responsibilities; scope of work.
- 6 Answer "Yes" if the organization's performance will be measured against the objectives of the primary project.
- 7 Answer “Yes” if the organization works independently from the UWEX: provides their own tools and equipment; solicits work from a number of customers; and directs their own efforts.
- 8 Answer “Yes” if the funds issued to the organization will be dedicated to completing the project.
Answer "No" if the funds will contribute to the general profit or operating funds of the organization.

Relationship Determined to be (Circle one):

Contractor

Subrecipient

Signed: _____

Date: _____

Title: _____