

SUBRECIPIENT V. CONTRACTOR DETERMINATION QUESTIONNAIRE

If question 1 is yes, then it is a subrecipient regardless of any other answers. More "Yes" answers for questions 2-5 and more "No" answers to questions 6-10 may signify that a **contractor relationship** is more appropriate. Subsequently, more "No" answers to questions 2-5 and more "Yes" answers to questions 6-10 may indicate a **subrecipient relationship** is more appropriate. Please contact your SPO or SPS for additional assistance.

Answer these questions to determine how a provider may be paid, as a contractor or subrecipient:

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| 1. Will the organization be publishing or publishing with UNC? | Yes | No |
| 2. Does the organization provide the proposed goods/services within its normal business operations?
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 University. | Yes | No |
| 3. Does the organization provide similar goods or services to many different purchasers?
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 the University specifications. Answer "No" if the organization must develop or design something unique based on project objectives. | Yes | No |
| 4. Does the organization operate in a competitive environment?
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. | Yes | No |
| 5. Are the proposed goods or services ancillary to the performance of the UNC's sponsored program?
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). | Yes | No |
| 6. Are the organization's personnel named and identified as having key roles in the UNC's proposal?
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. | Yes | No |
| 7. Is the organization's performance measured against the objectives of the sponsored program?
Answer "Yes" if the organization's performance will be measured against the objectives of the primary project. | Yes | No |
| 8. Does the organization have responsibility for programmatic decision making?
Answer "Yes" if the organization works independently from the University: provides their own tools and equipment; solicits work from more than one customer; and directs their own efforts. | Yes | No |
| 9. Will the organization use the proposed funds to carry out a program of its own, as compared to providing goods or services for UNC program?
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. | Yes | No |
| 10. Will the organization be working with Human Subjects or Human Subject Data?
Answer "Yes" if Human Subjects or Human Subject Data is identified in the scope of work. Answer "No" if no Human Subjects or Human Subject Data is not identified in the scope of work. | Yes | No |