

## Subrecipient or Contractor Determination

FSU Principal Investigator

RAMP Funding Proposal ID:

The Principal Investigator (PI) must complete this form at the proposal stage (prior to proposal submission) and upload it in RAMP Funding Proposal for each subrecipient and contractor that is included in this proposal.

**Directions for the PI:** Using the scope of work, please complete the following checklist. Each section contains characteristics of subrecipients and contractors. Check the box next to the statements that most closely describe the role of the external entity on this project.

Check all that apply

	Subrecipient		Contractor
<input checked="" type="checkbox"/>	The entity has responsibility for making programmatic decisions.	<input type="checkbox"/>	The entity does not have any programmatic decision-making responsibilities.
<input type="checkbox"/>	The entity will carry out a program for a public purpose.	<input type="checkbox"/>	The entity will provide goods or services for the benefit of FSU.
<input checked="" type="checkbox"/>	The entity is subject to the same programmatic and compliance requirements as FSU under the Federal award.	<input type="checkbox"/>	The entity is not subject to the same programmatic and compliance requirements as FSU under the Federal award.
<input checked="" type="checkbox"/>	The entity's personnel are identified as having a key role in FSU's proposal.	<input type="checkbox"/>	The entity's personnel are ancillary to the overall effort.
<input type="checkbox"/>	The entity does not provide similar goods or services to many different purchasers within normal business operations.	<input type="checkbox"/>	The entity provides similar goods or services to many different purchasers within normal business operations.
<input checked="" type="checkbox"/>	The entity does not normally operate in a competitive environment.	<input type="checkbox"/>	The entity normally operates in a competitive environment.

NOTE: All of the characteristics listed above may not be present in all cases. Therefore, judgment must be used in classifying the entity as either a subrecipient or contractor based on the applicable characteristics above. In making this determination the substance of the relationship between the entity and FSU is more important than the form of the agreement.

Using the scope of work, and based on your analysis of the above checklist results, the entity is determined to be a:

☒ Subrecipient

☐ Contractor

If determination is that of a subrecipient, upload form to RAMP Grants Subaward Budget Attachments page.

If determination is that of a contractor, upload form to RAMP Grants FSU Budgets Attachments page.

PI Signature: