

Subcontractor/Consultant/Vendor Checklist

Parameters related to consultant	True?
Expertise of the other party is required to accomplish project objectives	
Services are temporary and special or highly technical	
Does not develop the objectives of the project but may confer with the LUC PI regarding such objectives; not responsible for the overall outcome of the project	
Not responsible for reporting the project outcomes to the sponsor	
Does not serve as senior personnel—e.g., Co-Investigator, Principal Investigator, etc.	
Will not use university resources; provides own work area, tools, materials, and supplies	
Provides similar kinds of services to many different purchasers	
LUC PI defines the scope of work; other party determines how to accomplish the work	
Is paid a set fee (not a salary) regardless of the costs of doing the work, so long as the outcome is satisfactory to the LUC PI	
Is free to spend the money it receives as it sees fit, so long as the LUC PI receives the desired outcome	
Is not required to provide any of its own funds as cost share or match	
Provides services ancillary to the prime award (as opposed to constituting a portion of the scope of work of the prime award)	
Parameters related to subcontractor	True?
Has agreed to work in collaboration with the LUC PI to perform a substantive portion of the programmatic effort on an award	
Has authority to make administrative and programmatic decisions and to control the method and results of work	
Has responsibility to meet all applicable sponsor requirements	
Has performance measured against meeting the project objectives	
Entity employee may be designated co-PI or senior/key personnel in the LUC grant proposal	
Uses sponsor funds to help carry out a project rather than provide a good or a service	
Has responsibility for the end results of the project	
Services are complex and require a scope of work and budget, billing requirements, and a deliverable schedule	
The work may involve intellectual property and/or may lead to publications	
May need animal and/or human subjects approvals for its portion of the work	
Requires a separate budget and budget justification in the LUC grant proposal	
Submits a proposal to LUC outlining its proposed work and/or expected outcomes	
Is paid on the basis of the costs incurred to accomplish the scope of work, up to a certain amount	
Must spend the LUC money in accordance with the applicable allowable cost provisions of the prime award	
May be required to provide its own funds as cost share or match	

Parameters related to vendor	True?
Provides similar services to many different purchasers as part of its normal business operations	
Does not make programmatic decisions or take actions that impact a project's overall success or failure	
Is not subject to sponsor compliance regulations	
Is not responsible for project results	
Goods and services are billed according to established rates	
No potential for patentable or copyrightable technology to be created	

The other party should be treated in accordance with the section that has the most checkmarks in the “True?” column. The administrative procedures to be followed in each case are:

Consultant

Contact your ORS Research Administrator to begin the process of setting up the consultant agreement. The LUC [consulting agreement template](#) should be used, at least as a starting point. If over \$5,000, requires competitive bidding or sole-source justification. Click [here](#) for additional information and instructions regarding use of consultants under grants, in the section on “Independent Contractors.”

Subcontractor

Contact your [Research Administrator](#) in ORS for assistance with writing the subcontract. The following will be needed:

- Scope of Work
- Budget
- Budget Justification
- FFATA form if federally-funded (provided by your Research Administrator)

Vendor

Contact your department or college business manager to initiate a purchase request. Vendor purchases are subject to LUC purchasing policy found [here](#).