Instructions: Use this checklist to determine what type of relationship is most appropriate for your study when working with an individual, company, or organization.

Process Overview: The GCO verifies the relationship during its review of your project. If the project is funded and the entity is a subawardee or consultant, an agreement will be established.

Subawardee (Other terms: Subrecipient, Subcontractor)
An organization or business receiving sponsored project award funds that:
[ ] Has programmatic involvement in the project identified by a separate statement of work (SOW), a separate budget and separate organization approval
[ ] Has responsibility for programmatic decision-making
[ ] Has an individual listed as a Subaward PI, Co-Investigator, or one of the Multiple PIs in the application
[ ] Has its performance measured against objectives as set forth in the SOW
[ ] Has responsibility for adherence to applicable program compliance requirements such as obtaining IRB or IACUC approval
[ ] Uses funds to carry out the project at its institution rather than providing goods or services for a fee for/at ISMMS
[ ] Has the right to publish project results or serve as a co-author
[ ] Has the option to develop patentable technology and to share in IP resulting from the project
Include Subawardee’s costs in the subaward/subcontract/consortium section of your budget.

Consultant
A consultant (individual or company) receiving sponsored project award funds who:
[ ] Provides professional advice or services
[ ] Is paid a set fee or based on a fee schedule for his/her work, which includes all their expenses (travel expenses, supplies, overhead, etc.)
[ ] Uses his/her own equipment and materials, not equipment or materials from his/her Institution (or de minimus use), for the work on the project
[ ] Acknowledges that any resulting IP is owned by the hiring institution
[ ] Pays his/her own taxes on earnings from the project
[ ] Is not a paid employee of ISMMS
Include Consultant’s costs in the consultants section of your budget.

Vendor (Other terms: Contractor, Dealer, Distributor, Merchant)
A vendor (individual or company) receiving sponsored project award funds who:
[ ] Is paid a flat fee
[ ] Provides similar goods or services to many different customers
[ ] Is not responsible for the project design, conduct or reporting of research or educational activities and is not involved in programmatic work on the project including project deliverables such as reports
[ ] Is not considered to be engaged in research by a compliance committee (e.g., IRB, IACUC, etc.)
[ ] Does not have the right to publish project results or serve as a co-author
[ ] Has no intellectual property rights arising from work done for the study
Include Vendor’s costs in the Other Expenses/Other Direct Costs section of your budget.