**IS THIS A SUB-RECIPIENT OR A VENDOR RELATIONSHIP AND WHICH OFFICE HANDLES EACH?**

(For agreements in which monies leave the UO)

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<th>SPONSORED PROJECTS SERVICES</th>
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<td><strong>Sub-Recipients</strong></td>
<td><strong>Vendors/Consultants</strong></td>
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<td><em>(If an entity fulfills the criteria for Sub-Recipient below, a Sub-Award or Sub-Contract should be issued)</em></td>
<td><em>(If an entity fulfills the criteria for Vendor/Consultant below, a Personal Service Contract, Purchased Services, or Purchase Order should be issued)</em></td>
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A Sub-recipient is a person, institution, or organization bringing intellectual capital to the project, i.e., not selling a product or work for hire.

Commonly with a company selling a product or service or a person who holds her/himself out to public for hire

A sub-recipient provides substantive programmatic work. UO will assign a defined portion of the project’s intellectual activity to the sub-recipient to fulfill. (Please contact SPS for further clarification)

**Personal Services Contract:**
- Consultant is not providing substantive programmatic work, however, work is beyond analytical work-for-hire normally conducted by a routine service provider.
- **Purchased Services (or PO):**
  - Vendor is not providing substantive programmatic work, but is analytical work-for-hire.

A sub-recipient will maintain control of the work to be performed under the sub-contract or sub-award. This includes taking full responsibility for programmatic decision making for the subcontracted portion of the work.

**Personal Services Contract:**
- Consultant will work independently and maintain control of the methodology, however, Consultant must meet University requirements, usually of professional or technical nature and on a short-term basis
- **Purchased Services (or PO):**
  - Vendor providing services performed pursuant to University’s requirements.

A sub-recipient’s performance is measured against whether the objectives of the UO prime project were met.

**Personal Services Contract:**
- Consultant’s performance is measured against University requirements; however, results may have implications for policy and management-level issues.
- **Purchased Services (or PO):**
  - Vendor’s performance is measured against University requirements. Services are routine in nature and follow established procedures. These services deal with day-to-day operations and are repetitive.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:**

**Sponsored Projects Services**
Liz Denecke 6-5132
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