SUBRECIPIENT OR CONTRACTOR?
DECISION TREE

Are funds being paid to an organization or business (entity) rather than to an individual?

Yes

Is the entity contributing to the scholarly and/or scientific conduct of the project?

No

CONTRACTOR - Process through Purchasing

Yes

Does the entity’s portion of the project require use of discretion and unique expertise or does the entity have responsibility for programmatic decision making?

Yes

CONTRACTOR - Process through Purchasing

No

Does the entity provide similar goods or services that are within their normal business operations to many different purchasers?

Yes

CONTRACTOR - Process through Purchasing

No

Must the RF Project Director verify the entity’s satisfactory performance before payment is made?

Yes

SUBRECIPIENT - should be paid via a subaward agreement

No

CONTRACTOR - Process through Purchasing