COMPLETING SECTION 8 – NON-FUNDED COLLABORATOR, SUBRECIPIENT, SUBCONTRACTOR & CONTRACTOR / VENDOR INFORMATION

1. Does this project involve non-funded collaborations?

1.1. Identify whether this project involves non-funded collaborations.

Does this project involve non-funded collaborations?

- Yes
- No

1.2. If “Yes,” identify the non-funded collaborations in the text box that opens.

Please list the non-funded collaborating institutions/organizations/individuals:

2. Does this project involve funded collaborations and/or procurement actions?

Note: OSP recognizes the following procedures are time-consuming and more detailed than Boise State’s historical practice. However, please know that these procedures are required by the Federal government (not OSP or by Freuvo) to comply with the Uniform Guidance that became effective in December 2014. Please see 2 CFR §§ 200.330 and 200.331 for more information, but feel free to contact OSP with any additional questions or concerns. This section will be completed by an OSP Research Administrator (“RA”) with the Assistance of the Principal Investigator (“PI”).

2.1. Identify whether this project involves funded collaborations and/or procurement actions.

If awarded, will this project fund third-party: (i) Contractors and/or Subrecipients under financial assistance arrangements such as grants or cooperative agreements; or (ii) Vendors and/or Subcontractors under Federal Acquisition Regulation (FAR) contracts?

- Yes
- No

2.2. If “Yes,” you must follow the instructions in Section 8 to: (i) individually analyze every funded party’s status (i.e., Subrecipient, Subcontractor, or Contractor/Vendor) that is providing services of any kind, but not parties merely providing tangible goods or intangible property; and (ii) determine all Subrecipients’ and Subcontractors’ risk profiles.

2.3. To add a new party for analysis, click on the “+” icon on the right side of the section that opens (i.e., “Organization Name” section).
2.4. To remove a party after more than one “Organization Name” has been added, click on the “-” icon on the right side of the section for the Organization Name you would like to remove.

3. Determine Whether Each Funded Party is a Subrecipient, Subcontractor or a Contractor/Vendor.

3.1. Enter the name of the first funded party to be analyzed in the “Organization Name” field. In the example below, “Organization # 1” was typed in the text field for illustration purposes.

3.2. Using this Organization # 1 example, the questions/statements in the next two sections (i.e., “Subrecipient or Subcontractor” section or the “Contractors/Vendors” section) will help you analyze whether Organization # 1 is a either: (i) a Subrecipient or Subcontractor; or (ii) a Contractor/Vendor.
3.3. Check the applicable boxes in the “Subrecipient or Subcontractor” section. The more boxes that are checked in this section, the more likely Organization # 1 will be a Subrecipient or Subcontractor. The Proposal Workflow will automatically tally in the “Total” box how many boxes are selected.

3.4. Check the applicable boxes in the “Contractors/Vendors” section. The more boxes that are checked in this section, the more likely Organization # 1 will be a Contractor/Vendor. The Proposal Workflow will automatically tally in the “Total” box how many boxes are selected.
3.5. While the Proposal Workflow tallies how many boxes were checked in the “Subrecipient or Subcontractor” section and the “Contractors/Vendors” section, the determination of how to classify Organization # 1 is not a pure mathematical calculation. Rather, you must use the system-generated totals as a data point in your analysis. Once you’ve weighed these factors and considered the true substances of the relationships: (i) provide your thoughts in the “Comments” field; and (ii) use the drop down box to identify (collectively between the RA and PI) the “Overall Determination.”

3.6. Once you make the Overall Determination for Organization # 1: (i) a risk matrix will open up if you determined that Organization # 1 was a Subrecipient or Subcontractor; or (ii) an independent contractor section will open if you determined that Organization # 1 was a Contractor/Vendor. Instructions regarding how to complete these sections are shown below. Importantly, you’ll need to complete this analysis for each funded party (e.g., Organization # 1, Organization # 2, Organization # 3, etc.) that is providing services of any kind, but not parties merely providing tangible goods or intangible property.
4. Risk Evaluation for Each Subrecipient or Subcontractor

4.1. Select one radio button in each row of the risk matrix to evaluate the risk of each funded party determined to be a Subrecipient or Subcontractor. As you select radio buttons from each row of the risk matrix, the Proposal Workflow will automatically tally the results of the three columns. Completing the risk analysis, which is required by Federal regulation (2 CFR § 200.331(b)), will involve a collaborative effort between the RA and PI.
4.2. The final determination of each Subrecipient’s or Subcontractor’s risk is not simply a mathematical calculation. Rather, the level of risk should be determined by the totality of the circumstances. If the funded party ultimately has “Medium” risk or “High” risk: (i) check the “Yes” radio button; and (ii) evaluate what the PI and OSP should do to mitigate this risk including, without limitation, the possibilities in 2 CFR § 200.331(e).

4.3. If you need to upload any supporting documents for the Subrecipients or Subcontractors, please do so at the end of the risk matrix.

4.4. Importantly, you'll need to complete the above risk analysis each funded party determined to be a Subrecipient or Subcontractor.

5. Independent Contractor Evaluation for Each Contractor/Vendor

5.1. For each funded party that’s determined to be a Contractor/Vendor, please know that Boise State Policy 6150 and associated implementing guidelines require the PI to complete an “Employee / Independent Contractor Classification Checklist” before a Purchase Order or Contract for Services can be issued to a particular Contractor/Vendor.

5.2. Please provide any additional comments in the “Comments” text box and upload any additional supporting files as provided below.