

Who's Who on my Sponsored Project?

REVIEW THE CHARACTERISTICS IN EACH COLUMN BELOW TO HELP DETERMINE WHO'S WHO ON YOUR SPONSORED PROJECT						
	UCR Employee	Subrecipient	Contractor	Consultant	Other Collaborator	Participant Support
Role	UCR Personnel contributing essential and measurable effort on the project.	An entity receiving pass-through funding from UCR to perform, in good faith, a substantive or significant portion of the programmatic effort on the project.	An entity providing goods, products or services that are ancillary to the project yet necessary for UCR to carry out the project.	An individual or firm retained to provide professional advice or services when no other UCR employee with like expertise or experience is available.	An individual who contributes to the scientific development or execution of the project on an "as needed" basis, but does NOT commit any specified or measurable effort.	Individuals or trainees (but not UCR employees) participating in conferences, meetings, symposia, workshops or training projects.
Type of Relationship	☐ Employer-employee ☐ Work is supervised by UCR PI/Co-PI ☐ Paid via UCR payroll ☐ Signed UC Patent Acknowledgement	☐ Pass-through recipient ☐ Co-investigator at another institution ☐ May be listed as a Co-PI	☐ Procurement. Fee for Service ☐ No one individual providing goods and services is identified ☐ Competes with comparable entities to provide the same goods or services as part of normal business operations	☐ External advisor to the project ☐ Cannot be a Co-PI/Co-I ☐ Meets independent contractor status established by IRS.gov ☐ If Academia, service is outside his/her institutional time/commitment	☐ Voluntary uncommitted effort ☐ Informal collaboration ☐ Non-binding	☐ Non-employee ☐ Trainee/Participant
Type of Activity	☐ UCR PI has primary responsibility for design, conduct and management of overall project ☐ Scope of work assigned & supervised by UCR PI/Co-PI ☐ Uses UCR institutional facilities and resources	☐ Scope of Work is unique and complex ☐ Contributes substantively to scholarly & scientific conduct of the project ☐ Significantly involved with design, conduct, and management of overall project ☐ Project is within the research objectives of the entity ☐ Does NOT use UCR facilities & resources	☐ Provides goods & services to UCR in support of the project ☐ No analysis or discretionary judgment ☐ No participation with design, conduct or management	☐ Provides expert advice or services ☐ NOT essential toward the shape, design, development, direction, completion, and overall outcome ☐ Uses their own work area, resources, materials & supplies	☐ No Scope of Work ☐ No measurable/quantified effort ☐ No institutional resources used	☐ No Scope of Work ☐ No requirement to work
Programmatic Compliance	☐ Responsible	☐ Responsible ☐ Needs animal or human subjects approvals for its independent portion of the work, (if applicable)	☐ Not responsible	☐ Not responsible	☐ Not responsible	☐ Not responsible
Programmatic Decision Making	☐ Responsible	☐ Responsible	☐ Not responsible	☐ Not responsible	☐ Not responsible	☐ Not responsible
Programmatic Reporting	☐ Required	☐ Required	☐ Not required ☐ May provide data sequencing reports; no analysis involved	☐ Not required	☐ Not required	☐ Not required
Selection Criteria	☐ Competency, skills, knowledge, and ability and coordinated with UCR HR	☐ Unique expertise; Scholarly/Scientific abilities to carryout program objectives	☐ Price, capability, availability, specifications	☐ Expertise, capability, availability, price	☐ Unique expertise ☐ Scholarly/Scientific abilities.	☐ Relevancy ☐ Sponsor guidelines
Performance Measurement	☐ Based on effort performed ☐ Salary/Wages certified by PI using UCR's Payroll Certification. System	☐ Effort performed ☐ Ability to meet key objectives of the project/program	☐ Specific deliverable are identified and met	☐ Completion of specific work	☐ None	☐ Participation
Publications	☐ May be co-author on resulting publications	☐ May be co-author on resulting publications	☐ No expectation for Publication rights	☐ Publication rights may be prohibited	☐ May be co-author on resulting publications	☐ No expectation for Publication rights
Intellectual Property (IP)	☐ May seek protection for inventions.	☐ May seek protection for inventions	☐ No expectation for IP rights	☐ No potential for patentable or copyrightable technology to be created	☐ No expectation for IP rights	☐ No expectation for IP rights
Basis of Cost Estimate	☐ Salary/Wages + Benefits & applicable F&A Costs to carryout programmatic effort ☐ Effort may be cost shared if allowed by sponsor	☐ Personnel Costs, Equipment, Travel, Supplies, Publication Costs, Other Direct Cost and F&A Costs to carryout portion of programmatic effort	☐ Established rates ☐ Catalog pricing. Vendor Quotes ☐ Historical costs for like projects ☐ Include shipping/handling/delivery	☐ Fixed hourly/daily rate ☐ May include travel, expenses and overhead	☐ Effort is NOT quantified anywhere in the Proposal ☐ No personnel costs are requested	☐ Amounts based upon reasonable need ☐ Stipend limits set by the sponsor ☐ May include subsistence allowances, travel allowances, paid registration fees
Line Item in UCR Budget	☐ UCR Senior/Key Persons ☐ UCR Other Personnel	☐ Subaward/Consortium	☐ Materials and Supplies ☐ Computer Services ☐ Other Direct Costs	☐ Consultant Services ☐ Do not use the word "honoraria" as it implies no requirement to perform work	☐ Not listed	☐ Participant/Trainee Support Costs
Award Mechanism	☐ UCR employment contract	☐ Subaward	☐ Procurement Contract (e.g. purchase order or fee-for-service)	☐ Consulting Agreement If Academia; payment made directly to Consultant and beyond institutional salary with associated tax liability	☐ No formal/legal agreement	☐ No formal/legal agreement