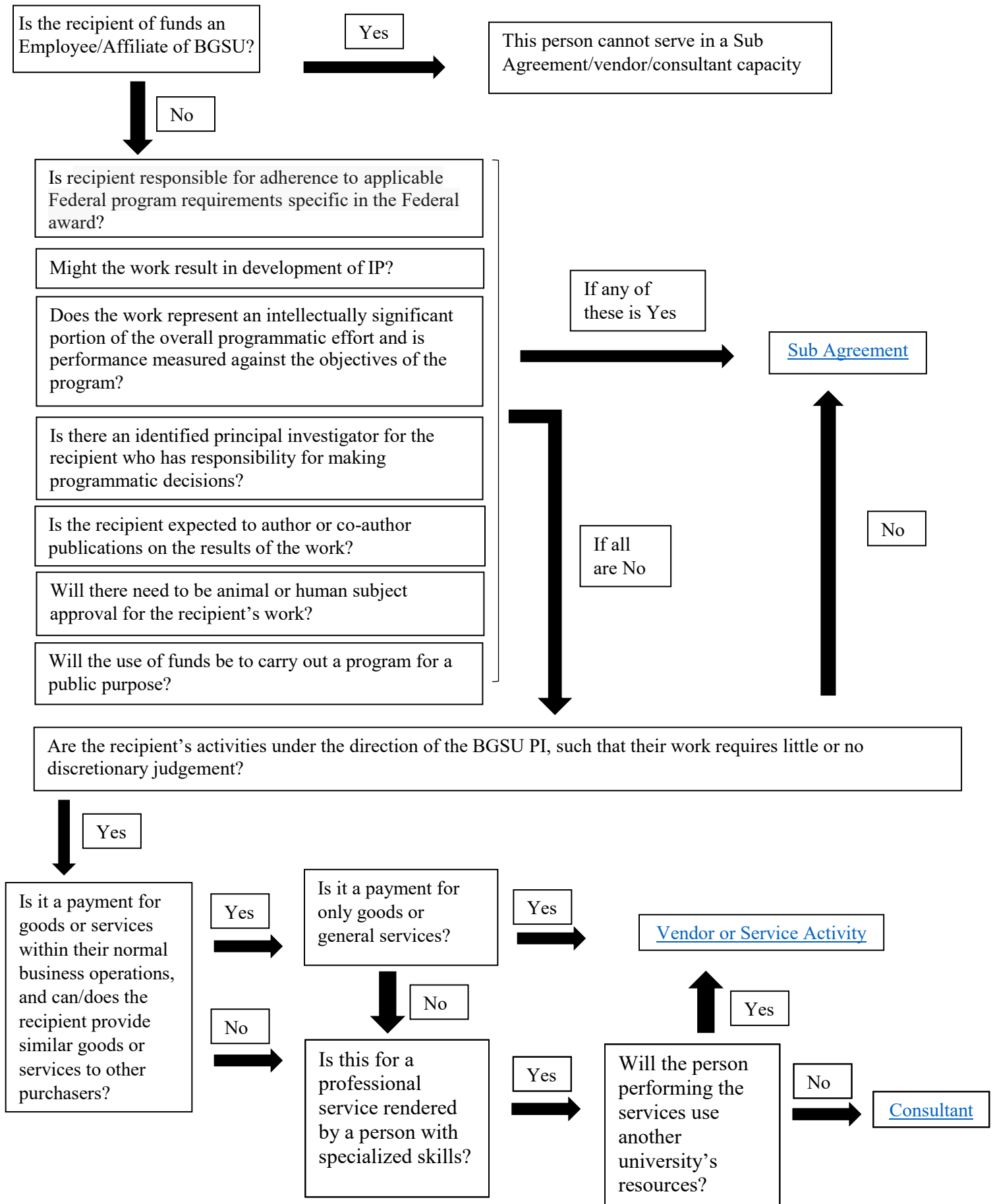


Sub Agreement/Vendor/Consultant Decision Tree



DOCUMENTS TO COLLECT

Subawards/Subcontracts

Bowling Green State University will need the following documentation from all subrecipients:

- 1) Budget, in a format appropriate for the Prime Sponsor;
- 2) Budget Justification;
- 3) Statement of Work;
- 4) Subrecipient Commitment Form
- 5) Any other documentation required by the Prime Sponsor (for example, Current and Pending, Biosketch, Collaborators and Other Affiliations, Facilities, Equipment and Other Resources, etc.).z

**See Subaward/Subcontract Procedure

Funded Consultants

Bowling Green State University generally doesn't require any documentation from funded Consultants at the Proposal stage; however you will need to collect documentation required by the Sponsor as detailed in the Funding Announcement or the Sponsor's general guidelines. For example:

- 1) NSF PAPPG's budget justification section states, "Anticipated services must be justified and information furnished on each individual's expertise, primary organizational affiliation, normal daily compensation rate, and number of days of expected service";
- 2) For NASA, the budget justification should include expertise, affiliation, daily rate, number of days;
- 3) NIH requires a Letter of Support that includes "rate/charge for consulting services and level of effort/number of hours per budget period anticipated. In addition, letters ensuring access to core facilities and resources should stipulate whether access will be provided as a fee-for-service." Additionally, the budget justification needs to include services the consultant will perform, total number of days, travel costs, total estimated costs, and the names and organizational affiliations of the consultants.
- 4) OSPR can help determine the requirements for each proposal as identified by the Sponsor and the Funding Announcement.

For unfunded consultants, follow sponsor guidelines for any requirements such as letters of commitment.

**See Consulting Services Procedure

Vendor or Service Activity

Bowling Green State University generally doesn't require documentation from Vendors at the Proposal stage; however you will need to collect any documentation required for the Sponsor. If required, this will be detailed in the Funding Announcement.

For Service Activities, follow the established instructions for Service Activity determination.

**See Vendor Purchasing Policies/Procedure