I. Purpose

This policy aims to ensure that the use of subawardees, consultants, and vendors on externally funded projects is consistent with applicable regulations and sound business practices.

II. Policy Statement

From time to time, a sponsored project requires the services of an external source or sources. The Principal Investigator (PI) and the Office of Research Services and Sponsored Programs are responsible for ensuring that proposed arrangements comply with applicable federal, state, and university laws, regulations, and statutes. As a steward of sponsored funds, the university must ensure that the sponsor receives required services from a qualified source at a fair and reasonable price.

Working with the PI, ORSSP must be involved in all formal negotiations with subawardees and consultants to establish contractual relationships under sponsored projects. The university’s Procurement and Contract Services department handles relationships with vendors.

As much as possible, all subawardee/consultant/vendor contracts must assure that the procurement:

1. provides open and free competition or a justifiable sole-source selection;
2. presents no conflict of interest;
3. complies with all federal, state, and university statutes, regulations, and policies;
4. provides the best value to the sponsor; and
5. is properly documented.

III. Exclusions - none