

How do I categorize an external contributor on my project (Subcontract vs. Consultant vs. Vendor)?

Subaward / Subcontract ¹	Consultant ²	Vendor ³
An entity that has agreed to work in collaboration with the Boston University PI to perform research.	An individual or entity whose expertise is required to perform an element of the project.	An individual, business, or entity that supplies products or services to Boston University.
A Subawardee PI is considered a Co- PI of the project. Both entities have PIs involved, though Boston University is the lead organization;	A Consultant is an entity that provides guidance or shares technical expertise on a specific aspect of the scope of work;	A Vendor provides similar goods and services to multiple customers as part of their routine business operations;
A Subawardee has a significant role under a sponsored project and engages in a reciprocal relationship with Boston University to perform a portion of the Statement of Work that is in the Prime Award;	A Consultant most often operates in a competitive environment;	A Vendor competes for customers with other like providers;
A Subawardee has responsibility for internal programmatic decision-making and design;	A Consultant's fee is based on an hourly or daily rate which is provided and explained in a Consultant rate proposal;	A Vendor's services are ancillary to the scope of work. A Vendor provides a good or service that is narrowly constrained or defined, normally a one-time procurement.
A Subawardee is responsible for assisting Boston University in meeting the goals of the project;	A Consultant's services are on a "work for hire" basis and all intellectual property or copyrightable rights are assigned to Boston University by the Consultant;	A Vendor does not retain copyright or intellectual property rights to the deliverables;
A Subawardee has its performance measured in relation to the larger project goals of the proposal and objectives of the program being funded;	A Consulting Firm is a commercial entity whose regular business activity is to provide services similar to those proposed under the current project to many different purchasers.	Cost sharing is not required of a Vendor ;
A Subawardee is responsible for adhering to applicable Federal programmatic compliance and reporting requirements;	An Individual Consultant is a non-Boston University employee hired to provide technical expertise in support of a sponsored research project. As a general rule, the activities performed by a non-Boston University faculty member who is named as an individual Consultant in a proposal must fall outside of the individual's normal academic duties and cannot make use of his/her institutional facilities, personnel or students. If these criteria are not met, then the faculty member's home institution should appear as a Subcontractor in Boston University's proposal rather than an individual Consultant.	Joint authorship of publications is not sought by Vendors ;
A Subawardee will likely retain intellectual property and copyright to the work produced by the Subcontractor's personnel; may coauthor an article in a professional research journal.	Boston University is responsible for ensuring the work of the Consultant meets any and all compliance requirements.	The general terms of the Prime Award do not flow down to the Vendor, although Boston University is responsible for ensuring the services and products provided meet any and all compliance requirements.