

## DEFINITIONS

### OFFICE OF CONTRACT AND GRANT ADMINISTRATION -Subaward Team process:

**Subaward/Subgrant:** is a formal binding legal agreement between UCLA and a non-UCLA entity to implement a portion of the scope of work to perform scholarly or professional instruction; or perform public service programs relating to research or to scholarly or professional instruction issued by the University under an **extramural prime grant/cooperative award**.

### PURCHASING DEPARTMENT-Buyers process:

**Subcontract:** is a formal binding legal agreement between UCLA and a non-UCLA entity to implement a portion of the scope of work to perform scholarly or professional instruction; or perform public service programs relating to research or to scholarly or professional instruction issued by the University under an **extramural prime contract award**.

**Contractor:** a written agreement between the University and a supplier containing the essential terms and conditions under which items of personal property or services are to be furnished to the University.

**Professional Services** - infrequent, technical, and/or unique functions performed by independent contractors whose occupation is the rendering of such services. While not limited to licentiates, the services are considered "professional," and the contract may run to partnerships, firms, or corporations as well as individuals. (Examples of professional services include medicine and the medical arts, architectural and engineering services, management and systems consultation, research services, the performing arts etc.)

**Independent Contractor** - an independent contractor relationship exists when the University has the right to control only the result of the service, not the manner of performance. Independent contractors may be individuals or companies.

**Independent Consultant** - an independent consultant relationship exists when the University does not control either the manner of performance or the result of the service. Independent consultants are individuals not employed by the University or organizations not a part of the University, with proven professional or technical competence that provides primarily professional or technical advice.

**Vendor**- an individual or group of individuals working to provide a service to the University for a fee. This does not refer to on-campus departments that may be supplying a needed service.

**Personal Services** - infrequent, technical, or unique functions performed by an independent contractor. Personal services contracts almost always run to individuals rather than partnerships, firms, or corporations, and the services performed frequently are not the full-time occupation of the contractor. (Example of personal services contracts includes translation, technical editing & technical appraisal etc.)