**Independent Contractor Submission Form**

If requesting an individual or company perform services or deliver goods in exchange for payment as part of the sponsored program, an Independent Contractor Agreement (ICA) is required **before** any work may begin. Please complete this form and provide it to your Grant & Contract Coordinator.

1. Grant Principal Investigator
2. Grant number:
3. Title:
4. Contractor name:
5. Contractor contact information:
	1. Phone Number
	2. Email Address
	3. Address
6. Contractor Signatory:
	1. Name
	2. Title
	3. Email
7. Is this contractor affiliated or an employee with any USG entity?[[1]](#footnote-1) Yes No
8. Is the contractor set up as a vendor with USG? Yes No
9. Vendor ID:
10. What is the period of performance?
11. Has this contractor started work on ICA?[[2]](#footnote-2) Yes No
12. Is this request for a: New Agreement Amendment to an Existing Agreement
13. Will the contractor have regular interaction with:
	1. Students
	2. Employees
	3. Facilities/Technology Infrastructure
	4. None of the above
14. Must the work to be performed be delivered in a specific location? Yes No
	1. If yes, where?
15. Is this contract related to or required for an education abroad program? Yes No
16. Does this contract contain research involving human subjects? Yes No

\*If ‘yes’, have you submitted this to the Institutional Review Board (IRB)? Please add IRB approval number:

1. Will the contractor be working with any minors? Yes No
2. Will this contract involve or require the purchase or acquisition of technology products or services? Yes No
	1. If yes, do you have UITS approval? Yes No
3. Is this for an on-campus meeting or event? Yes No
4. Will the contractor process, transmit, store or produce any data points? Yes No
	1. Will any data be considered confidential and/or classified? Yes No
5. What are the payment terms?
	1. Payment frequency:
	2. Rate of pay:
	3. Total[[3]](#footnote-3):
6. What is the purpose of the work performed (in layman terms)?
7. Please attach a Scope of Work to this request form or include it below:
8. Please add any additional notes that will help our team process this request:
1. If USG employee or affiliate, they may not receive additional pay as a contractor and must route the work through their home institution per USG policy. [↑](#footnote-ref-1)
2. If yes, please provide an Unauthorized Commitment Form completed by the person that authorized the work and signed by that person’s supervisor. [↑](#footnote-ref-2)
3. If $10,000-24,999, 3 quotes or a sole source justification must be provided. If $25,000 the open bid process must already be completed. Please see KSU’s procurement policy for more information. [↑](#footnote-ref-3)