**INFORMATION ORS NEEDS TO PREPARE INDEPENDENT CONTRACTOR AGREEMENT** (KNOWN AS “AGREEMENT FOR CONSULTING SERVICES”):

1. **CONTACT INFORMATION FOR EACH OF THE IC’S TO BE PAID**

*NAME*

*ADDRESS*

*CITY, STATE, ZIP*

*TELEPHONE*

*EMAIL*

*FEIN (IF AVAILBLE)*

1. **START AND END DATE FOR THE SERVICES TO BE PERFORMED**

*Cannot start before the award period LUC has received, nor go beyond the end date (budget period).*

1. **AMOUNT TO BE PAID TO EACH OF THE CONSULTANTS**

*Needs to be in the approved budget.*

1. **BRIEF AND CONCISE SCOPE OF SERVICES THAT THEY WILL PROVIDE**
2. *Why are we paying them?*
3. *What will they be doing?*
4. *Is there any type of report or other deliverable that the PI (Principal Investigator) requires? If so, frequency?*
5. **PAYMENT SCHEDULE**
6. *What was the basis in determining the amount to be paid? (Hourly-day rate, fair market value, etc.).*
7. *Depending upon the length of the IC agreement, the payment schedule can be either a scheduled payment with a scheduled amount, or monthly invoicing. Last and final payment should be made upon receipt and approval of the deliverable(s)—or at the end of the grant period. Make sure to establish the maximum amount to be paid each period; can be less but not more (e.g. “Maximum amount to be paid from this agreement is $5,000; 50 hours at $100 per hour” means: if the IC only worked 45, then we will pay him/her $4500 and not $5000).*
8. *If payment is needed upon completion of services, such as a speaker at a scheduled workshop/ event, an invoice and check requisition need to be prepared and submitted with sufficient time to allow cutting of the check, and the agreement (Attachment B—Payment Schedule) will include a statement addressing the lump sum payment.*