

Request for Consulting Services Agreement charged to a Sponsored Award

Instructions: Completed form should be sent to sprscontracts@csuohio.edu. The subject line must read "Request for Consulting Agreement."

A. New Agreement

Amendment to existing agreement

B. Purchasing Approval (required for consulting agreements in excess of \$10,000 per year)

Purchasing Signature ** Date

** By signing the form Purchasing approves either 1) acceptable quotes were submitted and SPRS may proceed with establishing an agreement with the consultant, or 2) a Waiver of Competitive Bidding has been approved.

C. Consultant Information

Name: _____
Address: _____
Email: _____

D. Statement of Work

(Note: Complete Exhibit A at end of file)

E. Estimated Costs

	Hourly Rate	Quantity	Total
Fees for Services	_____	_____	_____
Expenses: (if applicable)			
Air Travel	_____	_____	_____
Ground Transportation	_____	_____	_____
Mileage	_____	_____	_____
Subsistence: Food	_____	_____	_____
Lodging	_____	_____	_____
Other	_____	_____	_____

F. Term of Agreement (cannot be outside the term dates of the sponsored award)

Start Date: _____

End Date: _____

G. Account Number to Charge

Account Code	Fund	Department	Program Code	Project ID
0180				

H. Payment Schedule (please check one)

Monthly

Quarterly

At end of project only

I. Name and Email address of CSU personnel who should receive the invoices from the consultant to process for payment

J. Approval Signature

Principal Investigator **

Date

** PI: By signing the form you are approving the scope of work is within the overall project objectives, and funds are available in the account. In addition you are confirming the consultant is not an affiliate of CSU or related to an employee at CSU.

EXHIBIT A
Statement of Work

1. Project objectives:

2. Contractor shall provide the following Services: [Description of Services]:

3. Required Deliverables:

4. Tasks that support the deliverables, and which party will complete them:

5. Timeline for completion of work/date(s) for Services/Date for Final Completion of Services:

6. Location of work and resources, equipment, and facilities needed.