

BALL STATE UNIVERSITY
Contracts and Grants Office
Approval for Independent Contractor Services

This form is to be completed by the Principal Investigator/Project Director and forwarded to the Contracts and Grants Office (CGO). CGO will issue an Independent Contractor Agreement for services as described in *Attachment A*.

Section I. Independent Contractor (IC) Information

Name: _____

Mailing Address: _____

Phone Number: _____ E-Mail: _____

Section II. Dates of IC Services (*complete one*)

A. Services will be performed on the following dates: _____, **OR**

B. Services will be performed over a period of time, continuously or intermittently, expected to begin on or about _____ and will end on _____.

(Note: This Agreement may not exceed the end date of BSU's prime agreement with the sponsoring agency/organization. The dates of service may be extended, by written amendment, if dates are within the period of BSU's prime agreement or if BSU obtains an extension to its prime agreement)

Section III. Account Information

CGO Acct. No.: 5-_____ Sponsor Name: _____

Section IV. Independent Contractor Status (Condensed version of IRS requirements for "independent contractors")

Yes No Is the individual a current employee of Ball State providing the same or similar services?

Yes No Has the individual been an employee of Ball State within the previous 12 months?

Yes No Does the individual provide essentially the same service as an employee of the University?

Yes No Is it expected that the University will hire this individual as an employee immediately following the termination of his/her services as a IC?

Yes No Does the University control how the individual will perform or accomplish the service?

Yes No Will the individual supervise or control University employees in accomplishing the service?

Section V. Signature of Project Director

Project Director Signature: _____ Date: _____

CGO Approvals

Grant Specialist Signature: _____ Date _____

CGO Director Signature: _____ Date _____

Attachment B: BUDGET

This budget provides the maximum amounts approved for payment under this Agreement. Any changes to activities and/or amounts must be in the form of an amendment signed by authorized representatives for each party.

1. Fees. Indicate type of pricing to be used (complete one):

- Hourly: \$ _____ Per Hour x _____ Number of Hours \$ _____
- Daily: \$ _____ Per Day x _____ Number of Days \$ _____
(Whole Days or Portions of Days)
- Flat Fee(s) for services/deliverables provided in accordance with the attached Timeline and Payment Schedule (skip the remainder of this form and go to the next Page, "Timeline and Payment Schedule") \$ _____

2. Travel (if authorized): *ICs may be reimbursed for approved travel expenses, including subsistence, in accordance with the current travel policies of the University. Reimbursement of authorized travel expenses will be made upon submission of an ITEMIZED STATEMENT supported with the airline ticket(s), hotel charges, and other receipts. Current University travel rates are attached.*

Mileage: _____ No. Miles x \$.28/Mile \$ _____

Airfare: \$ _____

Meals: \$ _____

Lodging: _____ days x \$ _____ per day \$ _____

Parking: \$ _____

Shuttle/Taxi/Car Rental \$ _____

Subtotal \$ _____

3. Other Costs (if authorized)

(Other authorized expenses may include secretarial, clerical, and similar incidental services required by the IC, supplies, postage, etc.).

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Subtotal \$ _____

Total Costs \$ _____

Attachment B (Part Two) TIMELINE AND PAYMENT SCHEDULE

Part Two (or an attachment in similar format) is to be used when the activities and/or deliverables will be accomplished over a period of time for which a timeline can be established for completion of stages, tasks, and delivery of periodic products/reports.

<u>Deliverable Item or Stages of Completion</u>	<u>Date Due</u>	<u>Amount Due **</u>
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** Payments will be issued upon the receipt of acceptable deliverables and/or the completion of activities to be performed by the due date. All deliverables and/or completed activities must meet the approval of the project's principal investigator, that the work has been performed, deliverables received and that the work/deliverables are in accordance with Attachment A.