

THE UNIVERSITY OF CHICAGO

UNIVERSITY RESEARCH ADMINISTRATION

970 EAST 58TH STREET
CHICAGO, ILLINOIS 60637

Telephone: (773) 702-
Facsimile: (773) 702-2142
URA Manager email

Date

Consultant Name

Consultant HOME Address

Re: Sponsored Consulting Agreement under Sponsor Name Award Number
Chicago TRACS ID: TRACS ID
Chicago PI: Name of Principal Investigator

Dear _____ :

Enclosed, signed on the behalf of The University of Chicago, please find two (2) originals of the above referenced Agreement. If acceptable, please sign both documents and retain one copy for your records.

In addition, please complete the following forms, also attached separately:

- Consultant Questionnaire (Complete information and sign where indicated)
- Debarred Vendors Form (Complete information and sign where indicated)
- W-9 (Complete information and sign where indicated)

Please return the fully completed and signed set of forms shown above, along with one copy of the signed Sponsored Consulting Agreement, to my attention at the above address.

You are reminded that we do not advance payment for consulting services. Use the attached Invoice (Exhibit C) to request payment for services after they have been rendered.

Should you have any questions, please feel free to contact me.

Sincerely,

URA Manager Name

URA Title

Enclosure

cc: Name of Principal Investigator
Administrator Name



THE UNIVERSITY OF CHICAGO SPONSORED CONSULTING AGREEMENT

Whereas, Consultant Name, ("Consultant") and The University of Chicago, ("University") enter into this Agreement for the conduct of services identified in this agreement under the Grant/Contract # Number, Chicago TRACS ID TRACS ID, originally awarded from Sponsor Name to Chicago, under the direction of Name of Principal Investigator ("PI"). The parties agree as follows:

ARTICLE I.

TYPE OF SERVICES: Consultant shall exercise his or her best efforts to carry out the services indicated in Exhibit A, which is incorporated herein and made a part of this agreement. This agreement is made with the Consultant personally and as an Independent Contractor. The Consultant will not, by virtue of this agreement, become an employee of the University or be entitled to any of the privileges or benefits offered by the University to its employees.

ARTICLE II.

PERIOD OF PERFORMANCE: The period of performance shall extend from (start date) through (end date).

ARTICLE III.

CONSIDERATION: The University shall pay Consultant for the performance of services under this agreement in the amount not to exceed \$amount which is based on the budget incorporated into this agreement as Exhibit B.

ARTICLE IV.

PAYMENT: The University shall pay Consultant upon completion of the services or on a scheduled basis as set forth below, as promptly as practical in the form and detail as indicated in the Sponsored Consultant Invoice, which is incorporated into this agreement as Exhibit C. These Sponsored Consultant Invoices should be sent to:

Administrator's Name
Administrator's Department
Administrator's Address

In addition, Consultant must also submit the completed and signed [Debarred Vendors and Excluded Parties Screening Certificate of Compliance](#); [Consultant and Independent Contractor Questionnaire](#); and either [Form W-9](#), Request for Taxpayer Identification Number and Certification (for U.S. citizens or resident aliens) or [Form W-8BEN-I](#), Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding (for foreign aliens), as appropriate, with each request for payment.

ARTICLE V.

TERMINATION: Either party may terminate this agreement upon thirty days written notice to the other party. However, in the event that the Granting Agency terminates the grant to the University prior to the project's end date this agreement can be immediately terminated. In the event of an early termination, the University will pay Consultant for services performed through the date of termination.

ARTICLE VI.

PATENTS AND COPYRIGHTS: The Consultant agrees that, during the period in which services are performed under this agreement, any invention, improvements, or discoveries made, conceived or for the first time actually reduced to practice, which is directly related to the services performed will be promptly brought to the attention of the University. The University shall determine ownership and rights to such inventions or discoveries, within the limits set by the policies of the University and the Granting Agency.

ARTICLE VII.

CONFLICT OF INTEREST: The Consultant shall disclose to the University any perceived or apparent conflict of interest related to the scope of work of this Agreement. In signing this Agreement, the

Chicago TRACS ID: TRACS ID
Consultant Name: Consultant Name

Exhibits A and B

Exhibit A – Statement of Work

Exhibit B -- Budget

**THE UNIVERSITY OF CHICAGO
SPONSORED CONSULTANT INVOICE**

GRANT OR CONTRACT NUMBER: Number FAS ACCOUNT NUMBER: URA TRACS NUMBER: TRACS ID
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CONSULTANT INFORMATION	UNIVERSITY OF CHICAGO INFORMATION
NAME OF CONSULTANT: Consultant Name	NAME OF PRINCIPAL INVESTIGATOR: Name of Principal Investigator
MAILING ADDRESS: Consultant HOME Address	DEPARTMENT ADDRESS TO SEND INVOICE: Administrator's Name Administrator's Department Administrator's Address

DESCRIPTION OF SERVICES RENDERED:

DATES SERVICES (described above) WERE RENDERED: **FROM:**

TO:

AMOUNT TO BE PAID THIS (above) SERVICE PERIOD: **\$**

IS THIS THE FINAL PAYMENT? **YES** **NO**

<p>CONSULTANT STATEMENT:</p> <p>I have executed a Sponsored Consulting Agreement with The University of Chicago through University Research Administration. THIS INVOICE IS FOR SERVICES RENDERED.</p> <p style="text-align: center;">Signed:</p> <p style="text-align: center;">Date:</p>
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University Research Administration
March 2005