

**Request for Outside Services
Initiation Form
PRINCETON UNIVERSITY
Office of Research and Project Administration**

To the Office of Research and Project Administration:

The Department/Center/Institute _____
recommends that _____ be contracted through
an Independent Contractor Agreement (ICA) to provide services and deliverables as described in the
attached **Scope of Work**.

Individual Consultant:

Previously employed at Princeton? Yes No

If "yes", please complete and attach Sections 1 and 2 of the Independent Contractor Determination
Checklist.

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Country of Residence (for non US citizens only): _____ Visa Status (for Non US citizens only): _____

If non US citizen, will work be performed outside of the U.S.? Yes No

Telephone: _____ Fax: _____ Email: _____

Organizational Research Service Provider:

Organization Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Email: _____

Is the Service Provider related to or in a close relationship with anyone at Princeton?

Yes No. If Yes, please explain: _____

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Funding Source and Payment Schedule:

Source of funds (Project/Grant Number): _____

Payment Schedule at a rate of \$ _____

per hour, per day, per month, per _____ (other)

Payment not to exceed a total of \$ _____

for the period starting _____ and ending on _____

*Note: Travel must be submitted separately according to University policy using a University Business Travel Expense Report. If federally-funded, the Fly America Act applies.

Approvals (signature required):

Principal Investigator (Requisitioner): _____

Department Approval: _____

Please complete form, sign, and mail it to:

Francine Taylor at ftaylor@princeton.edu or ORPA, 4 New South Building.

The agreement will be issued once this request and **Scope of Work** has been received and approved by ORPA. Initiation may be delayed if sponsor approval is required.

Scope of Work
(Schedule A)

Description of work to be performed by consultant or research service provider:

Deliverables, due dates, and other requirements: