

OSP Contract Coversheet

This coversheet is required for all contracts/subcontracts, including independent contractor agreements, funded in part or whole by sponsored projects (all externally funded). It must be completed by the Principal Investigator / Program Director and reviewed and signed by the Office of Sponsored Projects prior to contract execution.

****This completed coversheet must be uploaded to ProcureSU with the executed contract in order for payments to be processed.****

Contractor Name:

Contract start date:

Contract end date:

Is this contractor self-employed and without any employees?

(If yes, Attachment B: Notice of Rights and the Pre-Work Disclosures addendum are required by law under the Seattle Municipal Code)

Yes No I don't know

Total amount of contract:

Is this contract funded partially or wholly by a sponsored project?

partially wholly

Activity string 1:

% of contract cost:

Activity string 2:

% of contract cost:

With what groups will this contractor interact either virtually and/or in-person:

(Please select all that apply)

SU students SU Faculty Minors
 SU staff Community members Other

Notes to OSP

For OSP use only

Is this contractor presently debarred or suspended?

Yes No

Save screenshot from sam.gov database in Contractor folder.

Reviewed by OUC:

Yes No Review not required

Based on the total cost, this contract should be executed by:

Provost Dean OSP Other _____

Internal Notes

OSP Signature