**Independent Consultant Agreement (ICA) Information Needed**

In order to work up an ICA pertaining to a **grant funded project** - please provide me with the following for **each** Contractor/Consultant:

**Grant Project Name and Funder that this (work) ICA pertains to (include CGU Account number):**

**Independent Contractor Information:**

Name:

Title:

Address:

Tel:

E-mail:

**Also, please provide the following:**

* Account budget line that this work is being paid out of (provide accounting code)
* Contract amount ($)
* Period of Performance dates (start date; end date)
* Scope of Work
* Deliverables
* Schedule of Payment
* CGU Technical Point of Contract info. (PI/PD/Faculty info.)
  + Name:
  + Title:
  + Address:
  + Tel:
  + E-mail:
* CGU Payment Point of Contact info. (Department Budget Coordinator info.)
  + Name:
  + Title:
  + Address:
  + Tel:
  + E-mail:

Please include this information in a **word doc.** for **each** Contractor/Consultant and return to me in an email attachment, as a reply all to this email. Once I receive this information from you, I will work up an ICA for signatures; yours, Contractor and Daisy Rusli (Director of Research Administration).

**Each** Consultant will also need to provide a W-9 form to assigned Department Budget Coordinator. Grants Accounting cannot pay without a valid ICA, W-9 and invoice.