

New Contract Form

1. What do you want the contract name to be?
2. What is the name of the supplier on the contract?
3. Who is the Lead PI on the fund?
4. What is their email address (do not use an alias email address)?
5. What is the fund number?
6. What is the name of the contact person with signatory authority for the supplier?
7. What is the email address of the contact person for the supplier?
8. What is the start date of the contract?
9. What is the end date of the contract?
10. What is the total value/amount of the contract?
11. Is a waiver needed? If so, has it been completed and approved?
12. Is the contract for software or IT related services?
13. Is the contract for consulting services?
14. Does access to this contract need to be limited to EPIC or certain users? If yes, please list those names and email addresses.
15. Will the supplier be receiving any University data under the contract?
16. Provide the scope of work:

17. Will this contract be paid in multiple payments or a one time payment?

18. How will the supplier invoice for services?