

## 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**

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*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**

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**OSP Signature**