**Use of Private Contractor or Consulting**

Periodically, sponsoring agencies require that the PI include in the budget a line item to support the use of external consultants or evaluators for a myriad of purposes. Once the PI has identified a qualified individual, he/she must submit to the OSP (a) Consultant Agreement and (b) Private Contractor Services Agreement. Examples of these forms can be found at [**http://www.una.edu/sponsored-programs/**](http://www.una.edu/sponsored-programs/)**.**

Upon receipt of the forms, the OSP will negotiate and verify the terms of the agreement on behalf of the PI. The OSP will secure all necessary signatures and notify the PI once the agreement is in place. In order to ensure timely execution of any agreements, PI’s should provide a 30 day notification of this requirement to the OSP.