

**Florida International University  
Office of Research & Economic Development  
Consulting Agreement/Amendment Request Form**

Note: THIS FORM IS FOR CONTRACTING A SINGLE INDIVIDUAL ONLY. If your consultant is using a larger entity's time and/or resources OR would like to be contracted under their own company (even if they are the only employee of that company) please submit a Consulting Agreement/Amendment Request Form instead.

Please return the completed and signed form, with attachments, to oredagremnts@fiu.edu for processing. Failure to provide all of the requested supporting documentation will result in a delay in processing your Consulting Agreement request. Appendices must be Word attachments, not .pdf files.

Once the Consulting Agreement/amendment is complete it will be returned for your review before being forwarded to the Consultant for execution.

Project ID: \_\_\_\_\_ Principal Investigator: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Period of Performance: \_\_\_\_\_

Document  New Agreement  Amendment to existing consulting agreement

Type:

If this is an amendment request, what in the original consulting agreement needs to be modified?

- No cost extension.
- Continuation (extension of the consultant's period of performance and funds). *Please attach an updated scope of work and deliverables for the new year, as well as a budget/schedule for the new funds.*
- Increase/Decrease of consultant funding (without an extension of time). *Please attach a budget/schedule for the additional funds/decreased funding as well as a statement of work and deliverables reflecting the increase/decrease of tasks.*
- Change to the scope of work. *Please attach a revised scope of work.*
- Other (please describe): \_\_\_\_\_

Contact Information for the Consultant

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Supporting Documents:** Please attach the following:

Attachment 1 Statement of Work (*please attach a typed statement of work and be as complete as possible; please do not attach a .pdf file*)

Attachment 2 Budget (*please attach a budget or deliverable schedule; please do not attach a .pdf file*)

Attachment 3 Deliverables (*please include specific, detailed deliverables with set due dates; please do not attach a .pdf file*)

Was a Consultant Commitment form submitted at the time of proposal or is one on file for this consultant for this project?  No  Yes (*Please attach*)

**If you answered NO above,** one must be completed and can be found at <http://research.fiu.edu/forms/>

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Has consultant been previously employed by FIU?     Yes     No

**If you answered YES above**, what dates was the consultant employed by FIU?

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Is consultant a foreign citizen or foreign national?  Yes  No

**If YES**, please list:

The consultant's country of residency: \_\_\_\_\_

The place of performance: \_\_\_\_\_

**Conflict of Interest:** Is there any existing or potential conflict of interest relating to this Consulting Agreement and the research project?  Yes     No

See the Conflicts of Interest in Research policy, #2370.005, at <http://policies.fiu.edu/files/572.pdf> for more information. Note that disclosures are required from all FIU personnel, whether they are full or part-time employees or volunteers, if such persons have a conflict of interest as relates to the research project. This includes, but is not limited to, volunteer faculty, adjuncts and students.

**If you answered YES above**, the applicable FIU individual must complete the Outside Activity/Conflict of Interest Report at [http://hr.fiu.edu/index.php?name=conflict\\_of\\_interest](http://hr.fiu.edu/index.php?name=conflict_of_interest). The disclosure will be reviewed to determine if the conflict can be managed, reduced or eliminated so that the Consulting Agreement may proceed.

**IRB, IBC, IRE or IACUC Approvals:** Will there be any studies carried out by the Consultant, which involve human subjects (including surveys or data analysis), animals, dual use research of concern (one or more of the agents/toxins listed at [research.fiu.edu/ire/](http://research.fiu.edu/ire/)) ("DURC") or recombinant DNA molecules?

- No, none apply
- Yes, human subjects.
- Yes, animal use.
- Yes, DURC.
- Yes, recombinant DNA.

**If any have been checked YES** please attach a copy of the approved protocol. The Consulting Agreement and/or amendment will not be executed by FIU until satisfactory documentation is received to meet this requirement.

**Prior Approval Requirements:** Does the sponsor award require prior sponsor approval of the Consultant or the Consulting Agreement?     Yes  No

**If you answered YES above**, list the section of the sponsor award the addresses that:

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Attach a copy of the written approval from the sponsor for this Consulting Agreement.

**Export Control Limitations:** Does the sponsor award contain any conditions pertaining to export controls (e.g., foreign national prior approval, publication limitations) or other confidentiality requirements?     Yes  No

**If you answered YES above**, list the sponsor award sections that address those requirements:

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If yes, further review, including review of the Technology Control Plan, is needed to determine if the Consulting Agreement may proceed from the export control perspective. ORED will confer with the Compliance Office to ensure Consulting Agreement may proceed.

**Previously Executed Agreements:** Is this Consulting Agreement related to a previously executed confidentiality or other agreement with the Consultant?  Yes  No

If YES, please identify which prior agreement:

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**Please sign below and send completed request form and attachments to [oredagremnts@fiu.edu](mailto:oredagremnts@fiu.edu)**

PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

***FOR ORED USE ONLY***

- Restricted Parties Search (RPS) completed on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- RPS results attached to this memo.

ORED Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_