



Please complete this form and submit to [Office of General Counsel and Global Services \(mesimon@emory.edu, sarah.harlan@emory.edu\)](mailto:mesimon@emory.edu) to assess feasibility for hiring your desired independent contractor or contractors for your international project. If you have a scope of work, please attach to email along with this form.

Keep in mind that independent contractor thresholds differ from country to country and that timelines to evaluate requests may vary.

Please call Global Services at 404-727-9127 if you have any questions.

General Information	
Submitter's name:	
Submitter's email address:	
Submitter's school/division:	
Submitter's department:	
Proposed independent contractor's name:	
Does this individual work through a company such as an LLC? If so, please provide the name here. Otherwise answer "no."	
Proposed independent contractor's current business address:	
Activity Information	
Country/countries where work will take place	
Anticipated period of performance	
Begin Date	
End Date	
Anticipated Level of Effort (days of work during period of performance, e.g. 20 days)	
Contract value (how much will you pay the contractor?)	
In what currency will the contractor be paid (e.g., USD)	



<p>What will be the frequency of payment (e.g., lump sum at end of assignment, based on milestones, at regular weekly or monthly intervals, etc.)</p>	
<p>In which country is the contractor’s bank account located?</p>	
<p>Scope of Work: What are the proposed services the independent contractor will perform for Emory? Please give a brief description below, and if you have a scope of work, please attach it with this form.</p>	
<p>Residency Status</p>	
<p>What is the contractor’s citizenship?</p>	
<p>Does the contractor have US citizenship or US permanent residency?</p>	
<p>If the independent contractor is not a citizen of the work location, does the contractor have a valid work visa for that country?</p>	
<p>Sponsored Research Questions</p>	
<p>Are you hiring for a sponsored project?</p>	
<p>If yes, please list the title and EPEX number. <i>If this is not sponsored research, please write “N/A”</i></p>	
<p>If yes, was this individual/contractor/activity included in the original proposal? <i>If this is not sponsored research, please write “N/A”</i></p>	



Research Security	
Will the contractor need access to Emory patient data?	
Will the contractor/individual need access to proprietary unpublished research data (sponsored or non-sponsored) while outside the US? If yes, - Where does the data reside? - Why is the international access required?	
Will the individual access any Emory systems while outside the US? If yes, which systems?	
Will the individual use any Emory equipment while outside the US (e.g., Emory laptop, Emory phone, etc.)? If yes, please list the equipment.	
Will the individual be transferring data between work location and Emory?	
Will there be any import/export of materials?	
Relationship to the University	
Does the university expect to hire the individual as an employee immediately following termination of independent contractor status?	
At any time during the last 12 months did the individual have an official Emory appointment or position and provide the same or similar services?	
Does/did Emory pay employees to perform essentially the same or similar services?	



Behavior Control – Degree of Instruction	
Will a current university employee instruct the individual on how to do the work, rather than rely on the individual’s expertise?	
Will Emory supply the individual with the necessary tools, materials, and equipment to perform the work (e.g., a computer, Emory email address)?	
Will Emory provide the individual with personnel to help perform the work?	
Will Emory provide the individual a physical location or office for the individual to perform the work?	
Behavior Control – Training	
Will Emory provide training (periodic or on-going) to the individual on the procedures to follow to perform the work?	
Will the individual be required to follow the schedule set by Emory?	
Financial Control	
Will Emory reimburse the individual for out-of-pocket expenses?	
Will the individual receive a payment at regular payroll-like intervals?	
Is the payment to the individual based on an hourly, daily, or weekly basis?	
Will the Individual receive a flat fee?	
Does (or will) the individual perform the same or similar services for other entities?	
Does Emory have the right to withhold payment If it determines the work is unsatisfactory?	
Can Emory terminate at any point without incurring liability?	

I certify that the information provided with this form is complete and accurate.

Name

Date

Title