

THE AMERICAN INSTITUTE OF MATHEMATICS
360 PORTAGE AVE., PALO ALTO, CA, 94306

CONSULTANT AGREEMENT
FOR INDIVIDUAL (NON-AIM EMPLOYEE) CONSULTING SERVICES

Instructions: PI completes page 1 and attaches a detailed Scope of Work, which is incorporated into the Agreement. Consultant indicates acceptance of the Agreement's terms and conditions and certifies Conflict of Interest by signing and dating page 2. The Consultant will return the signed agreement to the PI who will forward the agreement with the Scope of Work to AIM'S Program Officer. Signatures must be **original**, per audit requirements.

Project Name: _____ **Project Number:** _____

Principal Investigator Information: _____ **Consultant Information**
Name: _____ Name: _____

Campus Address: _____ Home Address: _____

Phone No.: _____ Phone No.: _____

Email Address: _____ Email Address: _____

AIM Contact: Name: _____ Phone No.: _____ Email: _____

Location of Services: In U.S.: _____ Outside U.S.: _____ *(Work performed outside the U.S. does not require non-resident alien documentation from the consultant)*

Resident Status: U.S. Citizen: _____ W-9 required **Resident Alien or Permanent Resident:** _____ W-9 required

Non-Resident Alien: * **Prior to executing a consultant agreement for a Non-Resident Alien, PI is required to contact Accounts Payable to learn whether any additional documentation will be needed beyond the following:**

*Attach the following required documentation: Picture page of Passport, Current I-94, Current Visa, U.S. Social Security Number

Provide a descriptive TITLE for the work to be performed (Attach detailed Scope of Work): _____

Human Subjects: Will the consultant be engaged in non-exempt research involving human subjects. If yes attach Individual Investigator Authorization Agreement. Yes: _____ No: _____

Date(s) of Services to be Rendered: From: _____ To: _____

Fee: Select one (1) of the following fee schedules:

Daily Rate: \$ _____ X No. of Days: _____ = Total cost not to exceed: \$ _____

Hourly Rate \$ _____ X No. of Hours: _____ = Total cost not to exceed: \$ _____

Other (Attach cost analysis documentation for why consultant fee is reasonable and how it was determined.)

Reimbursable Expenses: Scope of Work must include description and estimated costs. Travel: _____ Other: _____
These expense reimbursements must be submitted on a Reimbursement Request form.

Certification by Principal Investigator: *I have determined to the best of my knowledge that:*

- The services to be provided by the Consultant are essential to the work under the referenced project and cannot be performed by persons otherwise compensated under this project or elsewhere employed by the Institute.
- The Consultant is judged by me to be the most qualified person available to provide the services.
- The fee specified is commensurate with the qualifications of the named Consultant and the services to be performed.
- Neither the Consultant nor any family member of the Consultant is an employee of American Institute of Mathematics. (unless disclosed in accordance with terms of this agreement).
- The Consultant is performing services under this agreement as an independent contractor in accordance with Internal Revenue Service guidelines and is not in an employee-employer relationship.
- The Consultant will not use animals in performing services under this Agreement.
- For requests of \$25,000 or more, check one item below:
 - Obtain competitive bids. Contact Programs Office Administrator for assistance.
 - Waive competitive bids. Attach Single/Sole Source/Waiver of Competitive bidding form. Not required for individuals performing research.

Signature of Principal Investigator: _____ **Date:** _____

Project No.:	
- It is understood and agreed that this CONSULTANT AGREEMENT covers the provision of professional services, e.g., technical assistance and deliverables, such as a manuscript, reports, or analysis, by the named CONSULTANT in accordance with the attached Scope of Work for the fixed rate fee, and a total cost not to exceed, and the time period stipulated herein. CONSULTANT is not an employee for the INSTITUTE. The CONSULTANT's services do not represent nor constitute a transfer of substantive programmatic contract/grant activities by the INSTITUTE to CONSULTANT. - This Agreement shall be effective for the rate and period and shall end on the date specified unless extended by mutual agreement between the CONSULTANT and the Principal Investigator (PI), and written approval by the INSTITUTE. Change Orders will be issued for any continuations, cancellations, or other changes. - The CONSULTANT represents that he/she is a sole proprietor carrying out a trade or business as an independent contractor (using his/her own facilities and equipment exclusively, except as described in a signed and dated attachment to this Agreement) for a number of clients, and not as an employee of AIM. - The CONSULTANT warrants that he/she is now under no obligation, contract or agreement, nor has he/she previously executed any documents whatever, with any other person, firm, association or corporation, that will, in any manner, prevent his/her giving and the INSTITUTE receiving the full benefit of his/her consulting services or that would be in conflict with any provisions of this Agreement. - Any work arising from services rendered under this Agreement shall not be published or otherwise disclosed by the CONSULTANT without first obtaining written approval from the INSTITUTE. - The CONSULTANT agrees that, during the period in which services are being rendered under this Agreement, any invention, improvement, or discovery made, conceived, or first actually reduced to practice, which is directly related to the subject matter of these activities, will be promptly brought to the attention of the INSTITUTE, and, subject to applicable laws, regulations, and contractual obligations of INSTITUTE, will belong to INSTITUTE. All notes, drawings, designs, technical data, computer software and other copyrightable works developed in connection with or pursuant to this Agreement shall become the exclusive property of the INSTITUTE. All rights to any copyrightable materials produced under this Agreement shall vest in the INSTITUTE. - The CONSULTANT shall not use, other than in connection with performance under this Agreement, nor disclose any confidential information obtained from or through the INSTITUTE as a result of work performed pursuant to this Agreement. Confidential information pertains to information that is not available to the public and is subject to protection or restriction under recognized legal principles. - To the extent the CONSULTANT has the right or permission to do so, he/she shall grant to the INSTITUTE a royalty-free, non-exclusive, and irrevocable license to use, and authorize others to use, in any manner, material not first produced in the performance of the work which is incorporated in the materials produced for or submitted to INSTITUTE by or for CONSULTANT hereunder. Promptly upon recognizing that such material for which CONSULTANT does not have the right or permission to grant such license is likely to be so incorporated, the CONSULTANT shall advise the INSTITUTE of that circumstance. - An Individual Investigator Authorization Agreement must be attached if the CONSULTANT'S services will involve use of human subjects or individually identifiable personal health information. Should classified information be involved with this Agreement, the CONSULTANT agrees to and is in a position to comply with the U.S. Department of Defense "Industrial Security Manual for Safeguarding Classified Information." - Either party may terminate this Agreement at any time by giving 30 days' advance written notice of such termination to the other. - Governing Law. This Agreement is subject to and shall be interpreted in accordance with the laws of the State of California.	
Payment and Invoice Instructions: The CONSULTANT will not perform any work until the agreement is fully executed (any work done prior to the executed agreement is at the consultant's own risk). The CONSULTANT shall be paid up to the total consultant fee as specified in this agreement including any executed amendments. The CONSULTANT represents that said fee is not greater than that which the CONSULTANT normally receives for like services. The CONSULTANT shall request payment by completing and signing Consultant Invoice. Invoices should be sent to the PI at the address listed on page one of this form. The PI shall authorize payment upon receipt and acceptance of such services and/or deliverables. All invoices must include the Project number, the date(s) on which services were rendered, and the amount claimed. The Consultant's final invoice must be received within 30 days after the period of performance has ended and must be marked "Final." Conflict of Interest Certification: By signing this agreement, CONSULTANT certifies that: a. He/she is not a CONSULTANT of the AMERICAN INSTITUTE OF MATHEMATICS, other than by terms of this Agreement. b. He/she is not an employee or family member of an employee of INSTITUTE. c. No employee or family member of an employee of the INSTITUTE will be a recipient of any compensation, payment, or other direct benefit under this Agreement. d. The Consultant is not suspended, debarred, or ineligible to enter into contracts with any department or other agency of the Federal Government, nor in receipt of proposed debarment or suspension. <i>(Attach an explanation of any existing or possible conflict)</i>	
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the year and date last specified.	
AMERICAN INSTITUTE OF MATHEMATICS: Signature Date Type Name & Title Signature Date Type Name & Title	CONSULTANT: Signature Date Type Name & Title Signature Date Type Name & Title
AIM Internal Use Only: SPO Initials:	