

UNIVERSITY OF HAWAII
 SCHOOL OF NURSING & DENTAL HYGIENE
 SERVICES CONTRACT INFORMATION SHEET
 FOR INDEPENDENT CONTRACTORS UNDER \$15,000.00

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Scope of work to be done for SONDH: Dr. Jane Doe will provide support to faculty who are developing research and training grant applications. She will provide consultation from the development of the idea to the receipt of funding. Activities will include (but not limited to) the following: 1) grant writing, 2) grant revision, 3) critiquing, 4) editing, 5) design, 6) methods, 7) funding strategies.

Required documentation that should be sent to the SONDH Fiscal Office at least 2 weeks before the services are expected to start:

	Using UH PO
Copy of letter of invitation	<input type="checkbox"/>
Independent Contractor Questionnaire (UH Form 78)	<input type="checkbox"/>
WH-1	<input type="checkbox"/>
University of Hawaii Services Contract (OPPRM Form 63)	<input type="checkbox"/>
Contracting for Services (OPPRM Form 73)	<input type="checkbox"/>
Request for Sole Source (OPPRM Form 65)	<input type="checkbox"/>
Determination of Cost or Price Reasonableness (OPPRM Form 95)	<input type="checkbox"/>
Purchase Order	<input type="checkbox"/>
Completed PO and above backup get sent to UH OHR for approval by SONDH Fiscal Office. If OHR disapproves the PO, then the individual will need to be hired (i.e. casual hire).	<input type="checkbox"/>
Invoice needed for payment	<input type="checkbox"/>

Notes:

Documents in shaded area need to be completed by requestor of services.
 Prepayment of services is not allowed by UH.