Consulting Agreements, Speaker/Lecturer Agreements and/or Amendments
• In order to process your Consulting Agreements, Speaker/Lecturer Agreements and/or Amendments it is necessary for all of the following items to be completed before sending them to the Office of Sponsored Programs.
• All agreements must have the PI’s signature.
• All agreements must have the Consultants Signature.
• All agreements must have the Federal ID or a Social Security Number.
• Any agreement using a Social Security Number *must* have an Independent Contractor Document completed and sent with the agreement.
• The period of service must fall within the funding date of the project.

• All agreements must have a begin date and an end date.
(Month/Day/Year)

• All agreements must have a PeopleSoft Project Number or MoCode on the agreement.
• OSPA has adopted the policy that departments are responsible for sending at least 1 original and 1 copy of all agreements and amendments to the Office of Sponsored Programs.
• Use the forms on the Office of Research Website.

http://www.research.missouri.edu/forms/forms_dept.htm#ospa