

## **Instructions for MoTIP Phase 0 Consulting Agreement**

This form will be executed only if the small business is granted an award. Submission of this completed form does not constitute or guarantee an award will be made. Advance completion of this form is only to aid in expediting payment processing.

The consulting agreement is the vehicle we use to reimburse you for the funds expended on the preparation of your Phase I SBIR/STTR submission; and as the mechanism used for issuing a 1099-MISC at the appropriate time. The term consultant refers to the client/applicant for the MoTIP Phase 0.

Please review all the pages of the Consulting Agreement and if you have any questions, please contact the MoTIP Committee at [motip@missouri.edu](mailto:motip@missouri.edu) prior to your Phase 0 submission.

**Please follow the instructions below carefully and do not make any other alterations to the MoTIP Phase 0 Consulting Agreement:**

- 1. Page 2-Consulting Agreement: At the top of the page fill in Consultant Name, Consultant Identification Number, and Mailing Address*
- 2. Page 4-Consulting Agreement: In Section X. fill in the date*
- 3. Please print out pages 2-5, then sign and date Page 4 (under Consultant Only). Scan and email or fax pages 2-5 to your MoTIP Counselor*

Page 6-Exhibit A, Invoice Form is only for your reference. You may use this form or your own Invoice form when you submit the paperwork for payment processing, but it is not needed at this time.



2. Payment will be made upon submission by the Consultant of a completed invoice form (see Exhibit A). If, in addition to a consultant fee, travel expenses are to be reimbursed, travel expenses must be itemized and appropriate receipts attached to the invoice. All travel and reimbursement for travel must conform with existing University policy, at <http://bppm.missouri.edu/>. The invoice must show the Consultant's taxpayer identification number or Employer Identification Number.

3. Final payment will be made after all required reports have been received and approved by the University.

## **V. TAXES**

The compensation stated herein includes all applicable taxes. No additional compensation will be allowed due to Consultant's failure to include such taxes or as the result of a change in Consultant's tax liabilities.

## **VI. ASSIGNMENT**

The Consultant may not assign or transfer this agreement, any interest therein or claim there under, without the prior written approval of the University.

## **VII. REPORTING**

In performing consulting services hereunder, Consultant shall report to and send invoices to the following individuals (**in the case of a grant project, list Principal Investigator's name, department, address and telephone number**).

Karen Swope, MoTIP Fiscal Coordinator, 200 Engineering Bldg N, 410 S 6<sup>th</sup> Street, Columbia, MO 65211, 573-882-1352

## **VIII. CONFLICT OF INTEREST**

Consultant assures that to the best of Consultant's knowledge there exists no conflict of interest and every effort will be made to avoid the appearance of conflict of interest between Consultant, Consultant's family, business, or financial interest and the services provided under this Agreement. Should this situation change during the time of this Agreement, the Consultant will advise the University of such change.

**IX. NATURE OF RELATIONSHIP**

Consultant herein is an independent contractor and shall not act as an agent for the University, nor shall Consultant be deemed to be an employee of the University for any purposes whatsoever. The Consultant shall not enter into any agreement or incur any obligations on the University's behalf or commit the University in any manner.

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Debarment and Suspension Certification** - The consultant certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).

**SIGNATURES**

The Curators of the University of Missouri

Consultant

\_\_\_\_\_  
Office of Sponsored Programs Administration  
Authorized Signer

\_\_\_\_\_

DATE:

DATE:

Project ID   E00020166  

**Certification of Principal Investigator  
(For grant and contract projects administered through the Office of Research):**

I certify that the consulting requested herein and payments to be made hereunder are in compliance with the policies of the granting/contracting agency and the University, including policies governing the selection criteria and maximum daily rates:

\_\_\_\_\_  
BY: Steve Wyatt

DATE:

## SCOPE OF WORK

### I. Documentation Needed for Payment of Phase 0 Award

The Phase 0 award will be processed for payment once the following documentation has been provided:

- a) Consultant signed (original signature) Phase 0 Consulting Agreement – [one original signed Consulting Agreement should be mailed to address below]
- b) Consultant consulted with an MO SBTDC mentor to assist in preparation and review of two drafts of the recipient's proposal, if the recipient has not previously received a SBIR/STTR Award, such consultation to be confirmed by mentor
- c) Verification of on time submittal of submitted SBIR I Proposal to the intended agency
- d) Consultant to submit financial report with documentation showing expenditures in relation to Phase 0 proposal budget

### II. Overview of Phase 0 Process

Each Phase 0 award generally will be aimed at preparation and submission of a Phase I proposal directed to a specific agency on a specific topic.

For Phase 0 grant proposals, appropriate activities include, but are not limited to:

- Proposal preparation and review
- Consultant and mentor services for preparation of the Phase I proposal
- Attendance at SBIR conferences and workshops
- Communications with potential customers
- Communication with, including travel to, targeted federal agencies
- Analyses to support test data preparation
- Acquisition of test data for inclusion in the Phase I proposal

Deliverables for Phase 0 awards will be evidence of on-time submission of the Phase I proposal to the targeted SBIR/STTR agency. In addition for Phase 0 awards, at least one draft copy of the proposal must be submitted for critical review to a MO SBTDC qualified mentor. (As stipulated in the Phase 0 contract, Phase 0 award winners who have not previously received an SBIR or STTR grant will be required to retain the services of a MO SBTDC qualified mentor to assist in the preparation of their Phase I SBIR/STTR proposals.) Note: the amount of the Phase 0 award may be reduced from the amount proposed depending on the number of meritorious Phase 0 proposals received and the availability of funds. In addition the recipient will need to submit a financial report on how the Phase 0 award was expended in relation to the proposed budget.

**EXHIBIT A**

**INVOICE FORM**

**To be completed by Consultant in duplicate when invoicing the University.**

**Consultant's Name:**

**Consultant Taxpayer Identification Number/Employer Identification Number:**

**Address to which check is to be mailed:**

**CHARGES:**

**1. Personal Services**

Rate: \$\_\_\_\_\_ per \_\_\_\_\_ for \_\_\_\_\_ (units) \$\_\_\_\_\_(Total)

**2. Travel**

Transportation:

Airfare (attach receipts) \$\_\_\_\_\_

Personal Mileage (\_\_\_\_\_ miles @  
\_\_\_\_\_ cents per mile, not to  
exceed University Rate) \$\_\_\_\_\_

Car Rental (attach receipts) \$\_\_\_\_\_

Cab Fare \$\_\_\_\_\_

Airport Parking (attach receipt  
if amount exceeds \$10) \$\_\_\_\_\_

Subsistence:

Lodging (attach itemized receipt) \$\_\_\_\_\_

Meals (not to exceed University's  
maximum established rates) \$\_\_\_\_\_

**Total Travel** \$\_\_\_\_\_

3. Other (Specify) \$\_\_\_\_\_

**PAYMENT DUE** \$\_\_\_\_\_

**CONSULTANT** - I certify that the above claim is correct and just, and consistent with the terms of the consulting agreement, and that I will not be reimbursed therefore from any other source:

\_\_\_\_\_  
Consultant Date

For Grants or Contracts:

**PRINCIPAL INVESTIGATOR** - I certify that this consultation has been performed under the provisions of the consulting agreement and that all required reports have been received and approved:

\_\_\_\_\_  
Principal Investigator Date