**USC Chan International Independent Contractor Agreement**

**Steps and Process**

Strategic and Global Initiatives (SGI) is responsible for the review and approval of engagements of independent contractors (IC) who perform work outside of the United States.

BEFORE INITIATING FORM: please secure confirmation from the Contractor on whether they will be engaging with USC as (1) a Natural Person or (2) an Incorporated Legal Entity. An engagement with an Incorporated Legal Entity would be facilitated through a PSA (Professional Services Agreement) and does not require SGI review. Connect with Sonia if Contractor should be processed as PSA or IC.

\*Independent Contractor needs to be in the University system as supplier (confirm with Sonia that they are in the system)

Business Services website of flowchart of ICA approval: <https://procurement.usc.edu/purchases/usc-emarket-basics/independent-contractors/>

**Questions to initiate paperwork for International ICA**

IC Information

1. First name:
2. Last name:
3. Contractor address:
4. USC Department Representative or Principal Investigator Name and title:
5. Contractor engagement start date:
6. Contractor engagement end date:
7. Complete Statement of Work <https://global.usc.edu/files/2021/02/SOW-Revised-02.01.2021.docx>
8. Will the individual be engaging with USC as a natural person or as an incorporated legal entity: NATURAL PERSON/INCORPRATED LEGAL ENTITY
9. Is the Contractor a citizen, legal resident, or do they possess the necessary work authorization in the country where services will be performed?
10. Has the Contractor performed any work for your department (or other departments at USC) in any capacity in the past? What were the start/end dates? Explain the differences, if any, between the current and prior service.
11. Does the Contractor have another job/clients(s)?
12. Will the Contractor be exclusively or near exclusively (over 50% of their time and income) performing services for USC?
13. Please describe the level of instruction, supervision, and control your department is expected to exercise and the type of reporting you will require the Contractor to provide.
14. For what amount and how often will the Contractor be compensated?
15. Do you expect this ICA to be renewed multiple times? If yes, when and for how long?
16. What equipment and/or workspace will USC provide the Contractor with?
17. Will the Contractor have a presence at any time on property owned or managed by USC?
18. Where will the Contractor be providing the service?
19. Does USC owe the Contractor for work/goods they have already performed or products they have already provided?
20. In the course of performing their services to USC, will the Contractor have any IN-PERSON interaction with USC students, faculty, staff, patients, or the general community?
21. Is there a potential for the Contractor to be injured while in course and scope of the work for USC?
22. Is there a potential for the Contractor to cause any injury or harm to anyone in the course and scope of the work for USC?
23. Is the Contractor professionally licensed to do the work for USC, if applicable?
24. Will the Contractor have access to USC’s internal network (behind firewall) or have access to any confidential/propriety information (such as PII, PHI)? If yes, please describe:
25. Do you anticipate sending any hardware or software source code to the Contractor in order for it to perform its work? If yes, please describe:
26. Do you anticipate sending any hardware or software source code to the Contractor in order for it to perform its work? If yes, please describe:
27. What type of account will the Contractor be paid from?