

Request for Contract

A detailed Statement of Work (SOW) should accompany all requests.

Incoming Funds

Outgoing Funds

Name of Requester: Phone Number:

Department: Date Needed:

WSU PI: Amount:

Start Date: End Date: Term:

Project Title:

Name of Party Contracting With:

Address1:

Address2:

City: State: Zip:

Contact Name: Email:

Phone Number:

Required for Incoming Funds:

Banner Grant #:

Original Source of Funds (federal, state, etc):

Training Research

Required for Outgoing Funds:

Banner Grant #:

Source/Agency: FEIN or SSN #:

Additional Information
For Contract Specialist:

Payment Terms:

Required Attachments: Statement of Work
 Sole Source (if applicable)
 Budget (if applicable)

Thank you for your submission. We appreciate your business!

REQUEST FOR CONTRACT FORM INSTRUCTIONS

Starting from the top:

- Mark if it is Incoming or Outgoing funds.
- Fill in the name of the *requester, *phone number, *department, date needed, *WSU PI name, *amount of contract, *start and *end dates, term (1st year, 2nd year, etc –if applicable), *project title, *name of party/company, *address1, *city, *state, *zip, *contact person, their *email address and *phone number.
- If request is for incoming funds, fill in the Banner Grant # (if known), Source of funds and mark whether it is for Training or Research.
- If request is for outgoing funds, fill in the Banner Grant # (if known), Source or Agency, and the FEIN or SSN #. Please note that for outgoing funds the FEIN or SSN # are required.
- Fill in any additional information that you want the Contract Specialist to know.
- Fill in the payment terms (if applicable).
- Mark the boxes that you are adding attachments to the form. (See instructions below)

INSTRUCTIONS TO ATTACH DOCUMENTS TO THIS FORM

Under the tools tab (top right hand side):

- Click on the Tools Tab, then click on the Content tab, click on “Attach a File” (an icon will pop up), click “Save a Copy”, save on your computer (you will need to give it a name or use what name appears). Close the original form and open your copy. Click on the tools tab, click on content tab, click on “Attach a File”, locate the file you want to attach to the form, highlight it and click open, it will then be added to the form as an attachment. Repeat this step for all documents you need to attach.
- Once this has been done, click on the “Submit Form” icon (top upper right hand side). A “Submit Form” icon will pop up, under “From” enter your email address, hit tab and enter your full name. Then hit the “Send” button. (Tip: Click the “Remember me” check box for future submissions).
- When the “Select Email Client” icon pop up shows, click on the option (Desktop or Internet) that best describes how you send mail. Click “Ok”.
- When the “Outgoing Message Notification” pop up shows, click “Ok”. The form will then be sent to the Research Contracts Inbox to be worked.
- Close your form, a pop up will ask if you want to save changes to the form before closing, click yes or no.

Note: The asterisk (*) indicates fields that require information and must be filled in before submitting to our office.