*To be completed electronically by the Principal Investigator (PI)*

All fields are expandable

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| --- |
| (1) PI name:       |
| (2) Name of the research project on which the consultant will work and name of funder:       |
| (3) Name of the individual undertaking the work and their institution:       |
| (4) We expect: (a) an invoice from the person in (3) [ ]  (b) an invoice from their institution [ ]  *(go to (5a) then (6))* *(go to (5b) then (6))*  |
| (5a) Full, permanent address of the individual undertaking the work *(required for contract)*:       |
| (5b) Full name and full address of the institution which will invoice us *(required for contract)*:       |
| (6) Description of the work to be undertaken by the consultant *including duration.* Please also complete the table at (8) if the work includes deliverables:        |
| (7) Details of amounts and frequency of payments OR complete the ‘Deliverables’ table below if payment(s) will ONLY be made on the acceptance by you of deliverables:        |
| (8) Deliverables *(leave blank if not applicable)* | Date due by | Amount |
|       |       |       |
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PI signature and date