

Chemistry Independent Contractor Process
12/23

The UNC Independent Contractor policy is housed [here](#).

1. The Independent Contractor request should be made **prior** to the beginning of the work. Expect a minimum of two weeks for domestic IC requests and a minimum of four weeks for foreign IC request approval. The turnaround time could also be impacted depending on whether a background check is required (*not* necessary if the total assignment is 10 or fewer calendar days or the IC performs the assignment in their own facilities with no access to confidential data and no direct contact with sensitive populations).

2. The IC/PI contacts the Chemistry administrative team. They will send the Chemistry administrative team the required forms listed below at least two weeks in advance of IC starting work.

- a. [W-9](#) – To be completed by the IC (or W-8BEN if foreign)
- b. [1218.1.2F](#) – To be completed by IC (optional) to receive payment by ACH rather than check-by-mail
- c. [708.1.1f](#) – Sections 1, 4, and 5 to be completed by the IC; Section 2 and 3 to be completed by PI
- d. External Key Personnel Questionnaire – To be completed by PI (for payment from Sponsored funds only)

If total payment to the Contractor in a 12-month period is more than \$10,000.00:

- e. [708.1.2f](#) – Page 5 to be signed by IC; Statement of Work (p. 6) can be copied and pasted from the “Description of specific service...” from 708.1.1f, p. 3
- f. [1232.1.1f](#) – To be completed by PI

3. Concurrently, the Chemistry administrative team works with HR to initiate a background check, if required.

4. The Chemistry admin team uploads the IC request into Connect Carolina. They set up the Supplier ID as soon as the IC request is approved.

5. Once the IC is approved, the administrative team will notify the IC/PI, and when the contractor begins working for the PI, the PI submits invoices for payment into RASR using the “Independent Contractor/Consultant Payment Form” and the Admin Team submits the payment request into Connect Carolina.