

**SDSU Research Foundation  
Independent Contractor Pre-Selection Checklist**

Name:	Name of Company:
Business License Number:	Professional License Number:
Email Address:	State where services will be performed:
Indicate whether individual or individuals' company is a <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
Professional Designation (if any):	
SDSURF Fund Number to be charged:	SDSURF Project Director Name:

If you checked Corporation and have a valid taxpayer ID, do not complete this worksheet.  
Your request can be processed via a purchase requisition.

- A. Is this individual currently employed by SDSU Research Foundation or the CSU system?** ☐ Yes ☐ No  
If yes, indicate name of employer and department:

If you checked Yes on item A above, do not complete this worksheet. Please contact the Human Resources Department.

- B. Was the individual employed with either SDSU Research Foundation or the CSU system at any time during the past 18 months?** ☐ Yes ☐ No

If yes, did the individual provide services as an employee that are either the same or similar to what he or she will provide as an independent contractor? ☐ Yes ☐ No

- C. Does this individual have any kind of relationship with the project/project personnel that may create a conflict of interest?** ☐ Yes ☐ No

- D. Briefly describe the services that are to be performed by the individual or the individual's company (attach additional scope of work document if needed):**

- E. Is this the same type of work that employees of either SDSU or SDSURF perform?** ☐ Yes ☐ No

- F. Has the individual started the work or completed the services?** ☐ Yes ☐ No

**Agreement Details**

1. Is the individual required to personally perform the work?  
☐ Yes, the individual must personally perform the work.  
☐ No, the individual can hire employees or subcontractors.  
☐ No, the individual can find substitutes or refer the work out to someone else.

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2. Will SDSU Research Foundation provide the individual, its employees or its subcontractor's employees with any of the following benefits? Select all that apply:
- ☐ Health insurance
  - ☐ Disability insurance
  - ☐ Paid vacations or holidays
  - ☐ Paid sick days
  - ☐ Retirement benefits
  - ☐ None of the Above
3. Is there a written independent contractor agreement?
- ☐ Yes
  - ☐ No
4. Before the work is completed, when does SDSU Research Foundation have a right to terminate its relationship with the individual?
- ☐ At any time, without notice or cause
  - ☐ Only as allowed under the terms of a contract (for example, if one of the parties breaches the contract)
5. Before the work is completed, when does the individual have a right to terminate the relationship with SDSU Research Foundation?
- ☐ At any time, without notice or cause
  - ☐ Only as allowed under the terms of a contract (for example, if one of the parties breaches the contract)

### **Contractor Information**

6. Does the independent contractor decide the order and timing for when they will perform projects for different clients?
- ☐ Yes
  - ☐ No

### **Equipment and Supplies**

7. Will SDSU Research Foundation reimburse the individual's business expenses?
- ☐ Yes
  - ☐ No
8. Will SDSU Research Foundation provide the individual, its employees or subcontractor's employees any of the following resources? Select all that apply:
- ☐ Keys or security passes to company property
  - ☐ Company email address or access to company intranet or other systems that are provided to company employees
  - ☐ Company business cards or letterhead
  - ☐ A computer, cell phone, tablet, or other standard company equipment
  - ☐ Other resources similar to those provided to company employees
  - ☐ None of the above
9. Please select who ultimately bears the cost of the following items, if any:  
SDSU Research Foundation and Contractor cannot pay for the same items listed below

	SDSU Research Foundation	The Individual
Cell Phone		
Company Samples		
Computer Technology		
Hand Tools		
Heavy Machinery		
Inventory		
Office Supplies		
Other Specialized Equipment		
Repairs and Maintenance		
Uniforms or Protective Gear		
Vehicles		

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**Financial Details**

10. What is the dollar value of this engagement?  
☐ Less than \$1,000  
☐ \$1,000 to \$10,000  
☐ \$10,001 to \$25,000  
☐ \$25,001 to \$50,000  
☐ \$50,001 to \$100,000  
☐ Over \$100,000  
☐ Unknown because the individual will be paid on an hourly basis for an undetermined amount of time.
11. Did the individual set the price for the work or otherwise negotiate the price?  
☐ Yes  
☐ No
12. Select the option that best describes how the individual will be paid by SDSU Research Foundation:  
☐ Per hour  
☐ A salary  
☐ Primarily by commission (a percentage of sales)  
☐ Per task, job, or project (a lump sum payable upon completion)
13. Will the individual be paid out of the same payroll accounts as employees?  
☐ Yes  
☐ No
14. Who will bear the cost of any losses or damages caused by the individual (for example, expenses exceeding the contract amount or the cost of replacing damaged equipment)?  
☐ SDSU Research Foundation  
☐ The individual
15. Other than not being paid, are there any other economic risks for the individual to incur a loss?  
☐ Yes  
☐ No

**Relationship**

16. To what degree is the work to be performed by the individual core to SDSU Research Foundation's business?  
☐ Extremely: The individual will be performing work that is directly related to the core of the SDSU Research Foundation's business.  
☐ Very: Without the work, SDSU Research Foundation's ability to perform the core work of the business would be substantially impaired.  
☐ Somewhat: Although not directly performing the core work, the individual's work will be part of SDSU Research Foundation's primary workflow.  
☐ Not at all: The work will not be part of the core of the SDSU Research Foundation's business.
17. Has the individual ever been an employee of SDSU Research Foundation?  
☐ Yes  
☐ No
18. What is the anticipated length of this engagement between the individual and SDSU Research Foundation?  
☐ Less than 1 year  
☐ 1 - 3 years  
☐ More than 3 years  
☐ Continuous/Open-ended
19. Is this the individual's first engagement with SDSU Research Foundation?  
☐ Yes  
☐ No

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20. Will SDSU Research Foundation do any of the following? Select all that apply:
- ☐ Require the individual to drive a vehicle or use other tools or equipment that display SDSU Research Foundation's logo
  - ☐ Require the individual to attend regular meetings or conference calls with SDSU Research Foundation employees
  - ☐ Grant the individual the authority to supervise or direct the work of SDSU Research Foundation employees
  - ☐ None of the above

**Scheduling and Location**

21. Will the individual's work hours be set by SDSU Research Foundation?
- ☐ Yes, but it is only possible to perform the work during specific times.
  - ☐ Yes, SDSU Research Foundation will set specific hours for the individual.
  - ☐ No, SDSU Research Foundation will not control the individual's work hours.
22. Under the terms of engagement, how much control can SDSU Research Foundation assert over the order of work in which the individual will perform the work?
- ☐ No control
  - ☐ Some general guidelines on SDSU Research Foundation expectations
  - ☐ Some control over the general order or sequence of the work
  - ☐ Detailed control over the order or sequence of only some of the work
  - ☐ Significant control on the order or sequence of most or all of the work
23. Will SDSU Research Foundation control where the individual can perform the work under this engagement?
- ☐ Yes
  - ☐ No

**Training and Guidance**

24. Please indicate the level of instruction SDSU Research Foundation will give the individual:
- ☐ No instructions
  - ☐ Some general guidelines on SDSU Research Foundation's expectations
  - ☐ Basic instructions on how to perform the work
  - ☐ Detailed instructions on how to perform only some of the work
  - ☐ Detailed instructions on how to perform most or all of the work
25. Will the individual be required to correct defective or unsatisfactory work without additional compensation?
- ☐ Yes
  - ☐ No
26. Will SDSU Research Foundation evaluate the individual's performance?
- ☐ Yes
  - ☐ No
27. Can SDSU Research Foundation discipline the individual for performance issues?
- ☐ Yes
  - ☐ No
28. Will SDSU Research Foundation use technology to supervise the individual's performance of the work?
- ☐ Yes
  - ☐ No
29. Will the individual have the right to turn down specific jobs or assignments from the SDSU Research Foundation?
- ☐ Yes
  - ☐ No
30. Will the individual be required to follow SDSU Research Foundation policies?
- ☐ Yes
  - ☐ No

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31. Will SDSU Research Foundation require the individual to frequently submit reports detailing the work completed for the day or week?  
☐ Yes  
☐ No
32. Will SDSU Research Foundation provide the independent contractor's employees or subcontractors' employees with training or direction in any of the following areas?  
☐ Security or safety procedures  
☐ Use of basic equipment (two-way radios, telephones, copy machines)  
☐ Anti-harassment, discrimination, or other codes of conduct  
☐ Software programs required to perform the work  
☐ General work rules dictating the terms of engagement (hours of work, lunch and rest breaks, job location, security protocols)  
☐ How to perform the work (whether by a manual, seminar, classroom training, video demonstration, or other similar means)  
☐ Job shadowing or on-the-job training  
☐ Situational interviews  
☐ Use of tools or equipment required to perform the work  
☐ Training for workers who do not have the experience or skills needed to complete the work  
☐ None of the above

**Work Details**

33. Are SDSU Research Foundation employees performing the same or similar work that the individual is being engaged to perform?  
☐ Yes  
☐ No
34. Does the work that the individual will perform during the engagement require a high-level of expertise or any specialized skills?  
☐ Yes  
☐ No
35. Could the work required under this engagement be performed by unskilled or low-skilled workers after a minimum of training?  
☐ Yes  
☐ No
36. Does SDSU Research Foundation reserve the right to control any of the following aspects of the independent contractor's work as part of the work agreement, regardless of whether or not SDSU Research Foundation exercises the right?  
☐ Yes  
☐ No