



INDEPENDENT CONTRACTS: WHAT YOU SHOULD KNOW

OFFICES OF RESEARCH, INNOVATION, AND ECONOMIC DEVELOPMENT

SPONSORED PROJECTS VS. INDEPENDENT CONTRACTS

Sponsored projects provide significant benefit to the University and further its educational mission by facilitating research, workshops, conferences, institutes, and other projects that enrich the scholarly endeavors of faculty and students and enhance the services provided to the community. The university and auxiliary (UEI) supports faculty, students, and administrators in effectively securing and managing sponsored projects.

Faculty or staff who enter into agreements as **independent contractors** represent themselves as individuals and not under the auspices of the University. Using their own personal resources to perform all contract services outside of their employment with Sacramento State and with no support from the university.

CONSIDERATIONS

In situations where employees enter into independent contracts with outside parties, Sacramento State is not in a position to provide oversight, resources, and protections to the employee or the outside contracting entity, including, but not limited to:

- The review of human or animal subjects research;
- Use of campus facilities, infrastructure, and letterhead;
- The review of funder award terms and conditions;
- Administration of funds;
- Copyright and other intellectual property support;
- Technology transfer support;
- Data ownership reviews, storage, and protection resources; and
- Legal representation and insurance.

BE ADVISED

In the event an agreement is entered into as an Independent Contractor, it is your responsibility for seeking independent legal representation and insurance.

Additionally, please note when entering into an independent contract that in accordance with Article 35.3 of the CSU-CFA Unit 3 Collective Bargaining Agreement (CBA), all full-time faculty unit members are required to provide the Outside Employment Disclosure Form in Appendix G of the CBA to their college dean when their outside employment is expected to exceed 120-160 hours, depending on one's appointment.

QUESTIONS?

For questions related to independent contracts or for assistance with a grant or contract for a sponsored program, please email:

research@csus.edu