



THE RESEARCH FOUNDATION

*The State University of New York
University at Albany*

Date: October 21, 2008

To: Deans, Directors and Principal Investigators
Sponsored Programs Administrators and Management Staff

From: Sponsored Funds Financial Management

Re: Independent Contractor Forms

We are pleased to announce the availability of updated forms related to the payment of Independent Contractors including a new form to be utilized to pay honorariums, as defined by the Research Foundation.

The Independent Contractor forms are available on our web page; <http://www.albany.edu/sffm/2922.htm>. Please note that there have been updates to both the approval and payment form. We also encourage you to review the updated information available on the page concerning payment of Independent Contractors as it may be of assistance when completing the forms.

In addition we have made available a form for the payment of Honorarium. Honorarium as defined by the Research Foundation is a payment made to a lecturer or speaker for a non-extensive or incidental speaking engagement, or when the lecturer does not request to be compensated. The Payment to Lecturer or Speakers form may also be found on our web page. Additional information concerning such payment can be found on the "Other Expenses" page; <http://www.albany.edu/sffm/2918.htm>.

Should you have any questions or concerns related to the forms or payment of Independent Contractors from a Research Foundation account, please contact the Grant Administrator assigned to your Department.

Thank you