

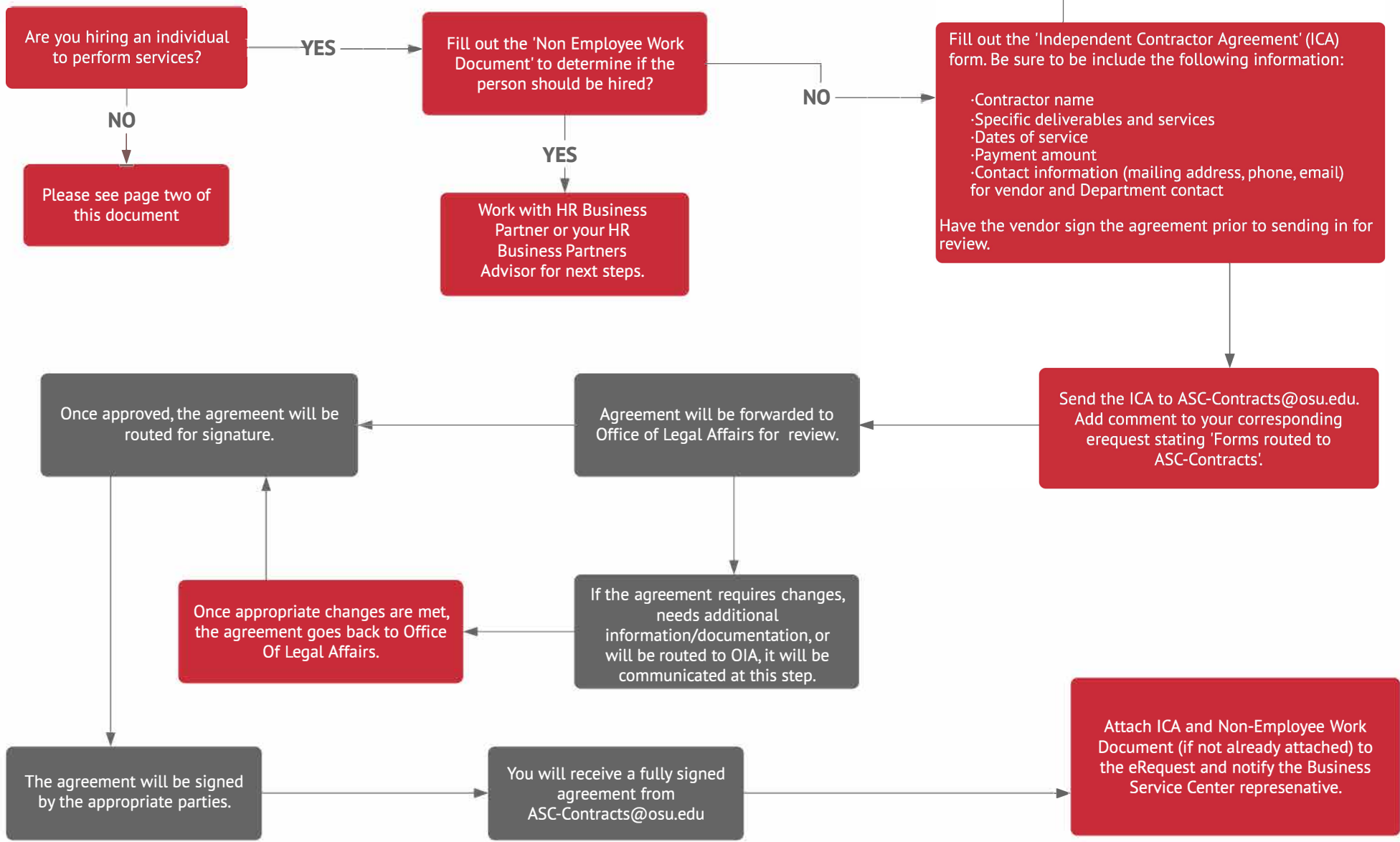
**KEY**

Scarlet Box = Department  
Gray Box = College

## Independent Contractor Agreement Workflow Process

Updated as of May 2020

It is important to have the required information filled out on your ICA. Legal Affairs will return if information is missing.



What is happening?	What form to use?	Where to find it
An Earnings Unit within my department will be providing testing/sales/services to an entity that is outside of the University. The sales/service will only be performed once to the outside entity.	Testing Special Services for Single Projects	Please click <a href="#">here</a> , and click 'Testing Special Services'
An Earnings Unit within my department will be providing testing/sales/services to an entity that is outside of the University. The sales/service will only be executing a service multiple times over a defined period of time, includes: defined deliverables, payment structure, and specified end date. This excludes Training earnings.	Master Agreement for Testing Special Services	Please click <a href="#">here</a> , and click 'Master Agreement for Testing Special Services'
An entity that is outside of the University is requesting to use material that has been copyrighted by OSU, or is owned by our Department.	Copyright Permission Agreement	Please click <a href="#">here</a> , and click 'Copyright Permission Agreement'
My Department is requesting to use material that has been copyrighted by an entity that is outside of the University	Copyright Permission Form – Ohio State Requesting Permission to Use	Please click <a href="#">here</a> , and click 'Copyright Permission Form – Ohio State Requesting Permission to Use'.
My department wants to borrow, or loan out, a piece of art.	Art Loan Agreement	Please click <a href="#">here</a> , and click 'Art Loan Agreement'

We are renting out musical instruments to third parties.	Musical Instrument Rental Agreement	Please click <a href="#">here</a> , and click 'Musical Instrument Rental Agreement'.
My Department has an earnings fund in which we provide training services externally.	Training Agreement	Please click <a href="#">here</a> , and click 'Musical Instrument Rental Agreement'.

All of these documents can be found, and downloaded, on the ASC Intranet at the following address: [ascintranet.osu.edu/business-services/forms](http://ascintranet.osu.edu/business-services/forms). If you're unsure which form your unit should be used, please send an email to [ASC-Contracts@osu.edu](mailto:ASC-Contracts@osu.edu) for assistance.