**PROJECT AGREEMENT**

**Name of Project**

This Project Agreement (this “PA”), is between Teachers College, Columbia University, a not-for-profit corporation of the State of New York having an address at 525 West 120th St., New York, New York 10027 (hereinafter the “College”) and [insert name], [Enter: a company or an individual] with an address at [address] (hereinafter referred to as “Consultant”), hereinafter collectively the “Parties” and individually, a “Party.”

**RECITALS**

The Parties have entered into a Master Services Agreement effective as of [date] (the “Agreement”).

# 1. Interpretation and Construction. (a) The Parties confirm that the Agreement shall govern the relationship between the parties hereto. Unless otherwise specifically set forth herein, in the event of a conflict or inconsistency between the terms and conditions set forth in the Agreement and the terms and conditions set forth in this PA, the terms and conditions set forth in the Agreement shall take precedence, govern and control.

# (b) The Parties hereto acknowledge that the terms set forth in the Agreement are incorporated herein by reference, and made a part of this PA. All defined terms used but not defined herein shall have the meanings given to such terms in the Agreement.

# 2. The Project. A detailed description of the Project is set forth on Exhibit A attached hereto and made a part hereof.

3. Consideration. The College will pay Consultant for providing services in accordance with this PA an amount not to exceed [\_\_Dollars($)], as provided in Exhibit A. This amount includes all expenses or costs incurred by the Consultant. [Can be adjusted if Consultant will be reimbursed for expenses. Details should be provided in Exhibit A.] Consultant will be paid within 30 days of the College’s receipt of an approved invoice for services rendered.

4. The Term and Termination.(a) The Consultant is expected to perform the services for the project from [date] through [date]. This PA may be terminated as set forth in Section [-] of the Agreement.

IN WITNESS THEREOF, the College and Consultant execute this Agreement with the intent that it is effective as of [date].

TEACHERS COLLEGE, CONSULTANT –

COLUMBIA UNIVERSITY [NAME]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: [enter] Name of signer for Consultant

Title: [enter] Title of signer for Consultant if applicable

[If second TC signer]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: [enter]

Title: [enter]

Exhibit A

Scope of Work

[NAME OF PROJECT]

CONSULTANT NAME: [Enter]

DESCRIPTION OF PROJECT

[Enter Description of Project]

GRANT INFORMATION

[Only if Grant funded--Enter name of Grant and any relevant information]

CONSULTANT RESPONSIBILITIES

[Enter all Consultant Responsibilities]

[If work is done by a foreign national, please indicate work that is done overseas]

DELIVERABLES

[Describe Deliverables]

BUDGET

[Enter total compensation for consultant as budgeted for the project]

TIMING

[Enter Timeline for Deliverables and Consideration, Charts are sometimes used]

INVOICING

[Enter how invoicing will be handled including where and when to send]