1. □ Does the agreement identify the parties to the agreement?

2. □ Does the agreement include a unique agreement number?

3. □ Does the agreement cite the Special Studies Authority as the authority for your operating unit to retain reimbursement for the services it will provide pursuant to this agreement?

4. □ Does the agreement cite the “programmatic” authority by which the operating unit is authorized to undertake the contemplated activity?

5. □ If the other party to the agreement is a Federal agency, does the agreement cite the “programmatic” authorities permitting the other agency to undertake the contemplated activity?

6. □ Does the agreement describe the terms and conditions under which the contemplated activities will be completed? In particular:

   a. □ Does the agreement include a clear and specific description of the tasks to be completed and deliverables to be provided for the total amount of funds to be transferred?

   b. □ Does the agreement state that the operating unit will receive payment for all of its actual costs in advance of providing the deliverables specified in the agreement?

   c. □ Does the agreement state the total estimated cost for which the operating unit will receive payment?

   If the agreement is with a non-Federal partner, does the agreement include a provision stating that performance by the Department operating unit is subject to the continued availability of funds?

7. □ Does the agreement include a termination date?

8. □ Does the agreement include a provision permitting either party to unilaterally cancel/terminate the agreement with advance written notice?

9. □ Does the agreement contain a provision regarding the payment of early termination costs?

10. □ Does the agreement contain a dispute resolution provision that provides for resolution of funding and other disputes?
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