EXPERT WITNESS CONTRACT TIP SHEET

Used for Expert Witness that is run through FP (not EPAP)

Navigate to rasr.unc.edu
Process begins with Department contact submitting "OPSCA - Expert Witness Contract Request Form (CRF)"

1. Form Name
   Format is "Provider Name – Type of Contract (Expert/Fact) – Law Office"

2. RASR ID
   Autogenerated number. You will use this to tie the invoice form to the contract itself.

3. Submitting Department
   Division in department where the contract is deposited or the faculty expenses

4. Department Contact Information
   Name of person submitting form. Should be someone who can answer questions about Expert Witness work being performed

5. Counterparty
   This is the Law Office and this field auto completes with many/most external organizations. If you cannot find the organization you need, please contact Suzanne and she will get it added.

6. Counterparty Contact Information
   The contact you have been working with at the Law Office who would be knowledgeable of the arrangement

7. Counterparty Email
   Email address that the invoice will be sent to
Routing:

Submitter -> School of Medicine: OPSCA Approval

Submitter: Not an official role in RASR, but the individual who is submitting does need access to RASR to submit forms

School of Medicine: OPSCA Approval: Routes to Ginger in OPSCA who enters it into ALICE and starts the official contract submission process