1. **Procedure Title:** Revenue Contracts – Research or Service

2. **Procedure Purpose and Effect:** The purpose of this procedure is to help the campus community determine whether a particular contract should be a Services Agreement or a Research Services Agreement.

3. **Application of Procedure:** This procedure applies to the Office of Contracting Services, the Office of Sponsored Programs as well as the department involved with the contract at issue.

4. **Exemptions:** None.

5. **Definitions:** None.

6. **Procedure Statement:**

   If the activity under the Services Agreement qualifies under the FPI as a self-supporting fund activity (2-2 account), it is standard protocol to handle review and execution of the agreement through Contracting Services. Some activities are more appropriately handled in a restricted account (5-3 fund).

   1. A Services Agreement (through Contracting Services) is appropriate if the activities are:
      a) Self-supporting
      b) Not primarily for the discovery of new knowledge
      c) Not in competition with private industry in serving the general public
      d) Related to the mission of the University

   2. A Research Services Agreement (through Office of Sponsored Programs) is appropriate if the activities are:
      a) Primarily for the discovery of new knowledge
      b) Intended to be published in applicable journals
      c) Likely to create intellectual property
      d) Likely to trigger regulatory considerations including
         i. The use of animals
         ii. The use of human subjects
         iii. Biosafety hazards
         iv. The use of radioactive materials

7. **Reference and Cross-References:** None.

8. **Forms and Tools:** None.