



UNIVERSITY of
NORTH FLORIDA.

Office of Research & Sponsored Programs

**Attachment to Services Agreement
(ICA Agreement) Funded with
Sponsored Research Award/Index**

Principal Investigator _____

Funding Agency _____

Project Title _____

Contact Person / Number _____

Index # _____

This form must be submitted to Purchasing with the Services Agreement

SUPPLEMENTAL INFORMATION TO SERVICES AGREEMENT ITEM NUMBERS:

1. Description of Services:

3. Compensation:

REQUIRED APPROVALS

Note to Purchasing: Do not process Services Agreements funded with Sponsored Project accounts (Index 21XXXX – 25XXXX) without approval of the Office of Research & Sponsored Programs or costs could be disallowed based on federal and agency funding guidelines and restrictions

Principal Investigator

Office of Research & Sponsored Programs

Allow two business days for ORSP to review and approve.

INFORMATION

When UNF receives a sponsored project award, the University of North Florida (UNF) is bound to perform a specified scope of work under the financial assistance agreement or contract provided by the sponsoring agency. At times, UNF relies on other parties either to perform specific portions of the awarded scope of work or to provide goods/services that will enable UNF to perform the awarded scope of work.

There are two mechanisms by which UNF can pay other parties for their portion of the work being performed. These mechanisms are either (1) a Services Agreement or (2) a Subcontract. **ORSP is available to provide assistance in determining the appropriate mechanism.**

A **Services Agreement** is appropriate when the entity or individual performing the work is simply providing a good or service that is necessary for UNF to meet the goals of the project. The entity/individual does not have any input into the scope of work that UNF is performing and is not responsible for meeting a portion of the awarded scope of work.

A **Subcontract** is appropriate when the entity/individual has had meaningful input into the scope of work and is responsible for performing a specific portion of the scope of work. Subcontractors are customarily named in the proposal submitted to the sponsoring agency. ORSP prepares and negotiates subcontracts.

*The **Contract for Services** is no longer an available mechanism as of November 2006. The purpose of the Contract for Services was to provide additional information that there was not room to provide on the Services Agreement. The Services Agreement with this Attachment replaces the Contract for Services.*

INSTRUCTIONS

When to use this form: This form is designed to provide supplemental information for the Services Agreements that are processed by the Purchasing Department when:

1. Work on a sponsored research project is done by an entity or individual that is not affiliated with the University of North Florida
2. The work being performed does not meet the definition of work to be done under a subcontract as defined above
3. Payment for the work under this Services Agreement comes from a Sponsored Research account/index

Why to use this form: To allow for extra space for defining the work to be performed and the payment terms.

How to use this form:

Complete the top of the form with information that accurately identifies the sponsored research project.

Complete the Description of Services section with a detailed description of the goods or services to be provided. Once all parties sign the Services Agreement, it becomes a legally binding contractual document. If the goods and services are not reduced to writing in the Services Agreement or in this Attachment to the Services Agreement, the entity/individual is not required to provide the goods/services.

Complete the Compensation section with information on the payment schedule. If payment is based on meeting specified deliverables, list (1) the deliverable, (2) the date it is due to UNF, (3) and the amount that should be paid when that deliverable is met and accepted by UNF and the Principal Investigator/ Project Director.

Obtain the signature of the Director of the Office of Research & Sponsored Programs. Please allow two business days for ORSP to review the terms of the sponsored project award and approve.

Submit signed form to Purchasing with the Services Agreement.