

# Research Services Agreement Guidance

The research Services Agreement is designed to ease faculty burden in setting up and proposing small, short term sponsored projects. The hope is that making it easier to conduct smaller projects will encourage more pilot studies and facilitate larger sponsored projects in the future.

The Research Services Agreement must be signed by the Sponsor and your Pre-Award Representative. You can find that person here:

<http://research.uga.edu/spa/find-sponsored-projects-team/>.

**The Agreement is designed for projects that meet the following criteria:**

- 1. The total amount of the project is \$15,000 or less**
- 2. The total term of the project is 9 months or less**
- 3. The project does not involve Intellectual Property**
- 4. The project does not involve compliances like:**
  - a. Animals**
  - b. Human subjects**
  - c. Biosafety**
- 5. Payment will be made in full at signing**

If you meet the criteria above the administrative costs of the agreement will be greatly reduced. For example no invoices will need to be sent, Innovation Gateway will not have to negotiate licensing agreements, NDA's or MTA's in association with this project, Pre-Award will not have to negotiate an agreement, etc. Because of this reduction in administrative burden, the F&A (or IDC) associated with projects using this form will be 0%.

If you have any questions or concerns, please contact Cathy Cuppett, Director Pre-Award, Sponsored Projects Administration at 706-542-9441.