**Fee for Service Agreements**

A Fee for Service Agreement (FFSA) is used to define the arrangement between a WKU Project Director/Center Director (through WKU Office of Research & Creative Activity) and a Sponsor for services or technical work. WKU has established procedures for an academic unit to provide routine services to a sponsor on a fee-for-service basis. The process outlined below ensures that the academic unit is able to demonstrate (e.g., to Federal, State, or University auditors) that appropriate procedures are in place to assure consistency and compliance with Federal and State rules and laws.

Beginning January 1, 2018, all FFSAs, including lab analyses, will include a 30% service fee the distribution of which is as follows:

* 10% to the Center or Project
* 10% to the College
* 10% to Office of Research & Creative Activity

Fee for service activities should be coordinated with WKU Office of Sponsored Programs. OSP will assist you in completing the budget, completing the forms, routing for signatures and processing for payment. For questions or assistance related to Fee for Service Agreements, please contact Office of Sponsored Programs at (270) 745- 4652 or by email to [sponsored.programs@wku.edu](mailto:sponsored.programs@wku.edu). FFSA templates can be found on the OSP website: <http://www.wku.edu/sponsoredprograms/agreements.php>

Procedure:

1. The Project Director/Center Director sends the signed forms electronically to the Dean (or designee) of their College for notification.
2. The Dean (or designee) signs the form verifying that the College has been notified and returns the forms to the Office of Sponsored Programs and the appropriate Department Head/Chair for notification.
3. The Office of Sponsored Programs approves the Agreement and sends the signed forms to the Project Director/Center Director to send on to Sponsor for signature.
4. The fully executed agreement should be returned to OSP.
5. OSP will ensure that all appropriate offices receive a final and fully executed copy.

FFSAs under $10,000 will be administered by the WKURF if related to an ARTP Center. Non-center related FFSAs under $10,000 will be administered by their department.

FFSAs over $10,000 will normally be set up in a restricted account.

*Please note that any agreements involving federal funds must be set up in a restricted index and full F&A charged.*

*fee\_for\_service\_procedure 1118*