Professional Service Agreements

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What Type Of Agreements Are We Discussing?

- Professional Service
  - OUHSC Faculty or Staff Member will perform a professional service for an outside entity
  - Examples of professional service may include participation on a Board of Directors, or consulting
  - The fees charged for these types of services typically represent Professional Practice Plan (PPP) monies
  - No work should be performed until Agreement is signed
  - Administered by PI’s Department
Agreement Types

- Speaking Agreement
  - Legal document between OUHSC on behalf of its personnel and an outside party
  - Define the terms and conditions associated
  - No work should be performed until Agreement is signed
  - Administered by PI’s Department
Agreement Types

- Other Service
  - This Document Type is reserved for an agreement that does NOT meet the criteria of the others listed, including those that do not involve payment
  - No work should be performed until Agreement is signed
  - Administered by PI’s Department
Not A Service Agreement

- **Independent Contractor Agreement**
  - An outside entity is performing work on an OUHSC award
  - Usually considered the provision of goods and services

- **Fee for Service Agreement**
  - Requires indirect costs
  - PI performs a true analysis or test for an outside entity (e.g., assay)
  - There would be no data collection
  - Budget will be set up on a ‘per test’ or ‘per analysis’ basis
Professional Service Scenarios

- Agreement is for $0
- Agreement Is Consulting Work Completed Last November
- I Am Providing Services On The Weekend
- My Home Lawn Care Agreement
- Providing Services For OU Norman
- Providing Services On Another Entity’s Grant
- I Will Be Paid In Cash Or With The Company’s Stock
- Providing Services To A Company I Started
Final Thoughts

- If not sure of Agreement Type
  - Please contact your Sponsored Programs Administrator in the Office of Research Administration (ORA)
- All Professional Service Agreements need to be routed in SoonerTracksoonertrackagreements.ouhsc.edu
- All Professional Service Agreements must be signed by an authorized representative of the University of Oklahoma Board of Regents
- All Professional Service Agreements must be legally sound
- Possible Tax Implications
- We are here to assist you!
Questions?

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