



# 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

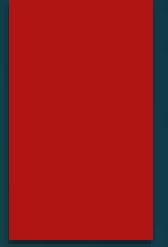
## ▶ Independent Contractor Agreement

- ▶ *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 [SoonerTracksoonertrackareements.ouhsc.edu](https://soonertracksoonertrackareements.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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