

Fee for Service Agreements

(Revised 8/30/22)

A Fee for Service Agreement (FFSA) is used to define a specific type of arrangement between a WKU Project Director/Center Director (through WKU Office of Sponsored Programs) and an external Sponsor. The FFSA mechanism allows for WKU to act as the contracting party when the proposed project advances a core academic mission of the faculty member's department or center, and either provides institutional benefit or public benefit that is consistent with the University's mission and strategic plan. Faculty members are expected to involve students in FFSA projects in ways that advance their educational goals.

Fee-for-service work consists of the performance of a predefined or routine process/analysis at an established rate, or the production of a product or prototype that meets predefined specifications. FFSAs do not involve discretionary judgment or expert opinion.

All sponsored activity at WKU has associated real and identifiable facilities and administrative costs necessary to carry out the work proposed. All FFSAs, including lab analyses, will include a 30% service fee the distribution of which is as follows:

- 10% to the Center (as applicable) or Project
- 10% to the College
- 10% to Office of Research & Creative Activity

FFSA Procedure:

WKU has established the following procedure for a center or academic unit to provide routine services to a sponsor on a fee-for-service basis. The process outlined below ensures that the center or 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.

1. Fee for service projects should be coordinated with WKU Office of Sponsored Programs. OSP will assist you in completing the budget and applicable forms, routing for signatures and processing for payment. For questions or assistance related to Fee for Service Agreements, please contact the Office of Sponsored Programs at (270) 745- 4652 or by email to sponsored.programs@wku.edu. FFSA templates can be found on the OSP website: <http://www.wku.edu/sponsoredprograms/agreements.php>
2. The Project Director/Center Director sends the signed forms electronically to the Dean (or Designee) of their College for notification.
3. 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.
4. 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.
5. The fully executed agreement is returned to OSP.

6. OSP will ensure that all appropriate offices receive a final and fully executed copy.

FFSAs under \$10,000 will be administered by the department.

FFSAs \$10,000 and over will be set up in a restricted account and administered by the Office of Sponsored Programs and Grants and Contracts Accounting.

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