**WASHINGTON UNIVERSITY RESEARCH SERVICES AGREEMENT INTAKE FORM**

**1. PROJECT LEADER (PL)** email phone

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Core Facility (if applicable)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Manager** (who will process payments from service recipient) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

campus address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. SERVICE RECIPIENT: \_\_\_\_\_\_\_**

**Service Recipient’s Contact Person:**  email phone

**3. PROJECT PERIOD** Planned Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planned End Date**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. PROJECT PLAN:** complete the attached Project Plan form detailing the services to be provided.

**5. SERVICE CHARGES** (choose one): \_\_\_\_\_ from a set lab/core price list or rate schedule

 \_\_\_\_\_ negotiated with the Service Recipient for this specific activity

**6. MATERIALS & INTELLECTUAL PROPERTY:**

Will materials (other than those provided by the Service Recipient) be used in the performance of the services? \_\_\_\_no \_\_\_\_\_yes

If yes, what is the source of these other materials?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any issued or pending patents, or have you ever filed an invention disclosure related in any way to the project? Yes \_\_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. INDIRECT COST RATE:** The indirect cost rate for this service must be established and confirmed by the school Dean or delegate (for the medical school, George Andersson, Asst VC/Asst Dean of Finance), by signature below.

Approved rate: \_\_\_\_\_\_\_\_\_\_% \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Dean/delegate

**8. ESTIMATED REVENUE (for Project Period above):** Direct costs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Indirect costs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. FACILITY:** Describe the physical space in which the project will be conducted (note: the Finance Office may follow up for more specific information regarding this agreement)

 Name of Building\_\_\_\_\_\_\_\_\_\_\_

 Lab \_\_\_\_\_\_\_\_\_\_

 Floor\_\_\_\_\_\_\_\_\_\_\_\_\_

 Percent of lab used for project\_\_\_\_\_\_\_\_\_%

**10. DISCLOSURE** – Do you\* or any individual\* participating in the services have a financial interest in the service recipient consisting of:

[ ]  Consulting, [ ]  Speaking fees, [ ]  Serving on a BOD or SAB, [ ] Honoraria, [ ]  Personal Gifts, [ ]  Licensing agreement or royalty income, [ ]  Equity interests, including stock, stock options, warrants, partnership or equitable ownership interests, or [ ]  Other fees/compensation

 *\*includes family member(s).*

**10. PROJECT LEADER ACKNOWLEDGMENT:** read the following carefully and sign below

I understand and agree that each of the following statements is true and applies in relation to this proposed service project and any resulting Service Agreement:

1. The services that are described in the Project Plan below (the “Project”) do not involve any basic or applied research. The Project is service-oriented and involves services such as (i) the creation of materials in accordance with the Service Recipient’s specifications; (ii) the provision of training and education; or (iii) the analysis or organization of samples or materials provided by the Service Recipient. The term “analysis,” as used above, means the analysis of raw data for the purposes of reporting results, quantification using calibration methods, or quality assurance and quality control activities; it does not mean the testing of a hypothesis, the interpretation or use of identifiers to group data for further statistical analysis, or any activity that is designed to produce data or results for scholarly publication. The services to be provided will be accomplished using standard operating procedures.
2. The services involved in the Project will be performed:
3. in accordance with the specifications or protocols which have been prepared or supplied by the Service Recipient or Service Recipient’s duly authorized agent(s) and neither the PL nor any other University employee (or contractor) involved in the Project or under the PL’s direction, have prepared or provided any scientific input into the Project specifications or protocol; or
4. if the specification or protocols have been previously prepared by the PL (or other University employees or contractors involved in the Project or under the PL’s direction), said specifications or protocols employ the use of only standardized and commonly-practiced procedures.
5. The conduct of the proposed Project will not involve or employ the use of any inventions or technologies learned, created, or developed under federally-sponsored or privately-sponsored research projects or grants in which contractual or other arrangements would prevent these inventions or technologies from being used in the Project. The PL has checked past and current grants and/or research projects and there do not exist any conflicting or inconsistent contractual arrangements that would prevent the University from entering into this proposed Service Agreement.
6. The PL (and anyone else at the University connected with the Project) will have no right to use any materials or information received from the Service Recipient or deliverables created during or as a result of the Project for any purpose other than the Project.
7. There will not be any new technologies or intellectual property that will be developed by University employees (or contractors) in the performance of the scope of the Project. All deliverables resulting from the Project will be owned solely by the Service Recipient, including any inventions or other intellectual property, and the provisions of the Service Agreement will grant all ownership rights in any intellectual property, which is created within the scope of the Project, to the Service Recipient.
8. The PL (and anyone else at the University connected with the Project) will have no right to publish any of the data, results or other deliverables resulting from the Project. If there are students that will be working on the Project, PL has advised them of the limitations on publication(s).
9. PL understands and will honor any confidentiality obligations of the Project and will inform and ensure compliance with said obligations by all University employees, including students and contractors, working on or with the Project under the PL’s direction.
10. There will be no funding from a source other than the Service Recipient used for the Project.
11. Any students involved in the Project will not receive any academic credit for their participation nor will they have any right to include the services or products thereof in their thesis or dissertation.
12. No foreign nationals will be employed to work on the Project if any equipment, technologies or materials utilized by the Project are subject to federal laws governing export controls: See <http://research.wustl.edu/ComplianceAreas/ExportControls/Pages/Export%20Controls.aspx> for details.
13. All work will be performed by WU in accordance with laws, regulations and institutional policy.
14. If the total revenue of this Project equals less than $10,000, use of the non-negotiable WU service agreement template will be required. In such instances, if a Service Recipient requests a change to the template, a $1,000 processing fee, payable to the contracting office, will be applied to the total amount due from the Service Recipient.

 [ ]  I agree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PL Signature Date:

**PROJECT PLAN** – complete and attach to Intake Form

1. **SERVICES** (Description of Services):

1. **SCHEDULE** (Performance Schedule of / Timeline for the Services):

1. **PAYMENT** (Schedule and manner of Payment for the Services):

Service Recipient invoice address

WU payment address

1. **SERVICE RECIPIENT PROPERTY** (Materials and information to be provided by the Service Recipient):

1. **DELIVERABLES** (Deliverables/Results/Data, etc. WU is to provide to the Service Recipient):