

COLORADO STATE UNIVERSITY-PUEBLO
Financial Procedure Instructions
FPI 3-1

1. **Procedure Title:** Revenue Contracts – Research or Service
2. **Procedure Purpose and Effect:** The purpose of this procedure is to help the campus community determine whether a particular contract should be a Services Agreement or a Research Services Agreement.
3. **Application of Procedure:** This procedure applies to the Finance and Administration office, the Office of the Provost, as well as the department involved with the contract at issue.
4. **Exemptions:** None.
5. **Definitions:** None.
6. **Procedure Statement:**

If the activity under the Services Agreement qualifies under the FPI as a self-supporting fund activity (2-2 account), it is standard protocol to handle review and execution of the agreement through the Office of the General Counsel. Some activities are more appropriately handled in a restricted account (5-3 fund).

1. A Services Agreement is appropriate if the activities are:
 - a) Self-supporting
 - b) Not primarily for the discovery of new knowledge
 - c) Not in competition with private industry in serving the general public
 - d) Related to the mission of the University
2. A Research Services Agreement (Sponsored Programs) is appropriate if the activities are:
 - a) Primarily for the discovery of new knowledge
 - b) Intended to be published in applicable journals
 - c) Likely to create intellectual property
 - d) Likely to trigger regulatory considerations including:
 - i. The use of animals
 - ii. The use of human subjects
 - iii. Biosafety hazards
 - iv. The use of radioactive materials
7. **Reference and Cross-References:** None.
8. **Forms and Tools:** None.