

IFAS Faculty Service Program Guidelines

The IFAS Faculty Service Program (FSP) is designed for faculty conducting *routine* services for multiple, external, non-Federal sponsors on a fixed price basis. Services requiring IRB, IACUC, and/or IBC approval, and/or are subject to Export Control or Conflict disclosure (i.e., projects that entail compliance oversight) are eligible, however, as with all activities, faculty are responsible for ensuring the applicable approvals are obtained *prior* to providing the service.

Features of the FSP:

- Faculty member may qualify for up to three FSPs based upon the service provided and appointment (Research, Teaching, and/or Extension)
- One time set-up covers a 5-year period
- \$15,000 cap with 15% indirect cost (i.e., total funding cannot exceed \$17,250) per service commitment
- No contractual agreements allowed
- Services can be pre-paid or invoiced after the services are complete, however, pre-payment is only allowable when the service does not require compliance oversight

FSP approval and account establishment process:

1. Create a “New Proposal” in UFIRST Proposal SmartForm.
 - a) Select the purpose: Research, Teaching, or Extension service
 - b) Title the proposal: “IFAS Service Program: PI First, Last Name”
 - c) Type “Multiple Sponsors” for the sponsor
 - d) Set the budget period for 5 years and the budget amount for each year for \$0.
 - e) Provide the service description (maximum of 50 words) in box 5.0 of the “Proposal Descriptors” page
2. The appropriate Dean will review and approve in UFIRST
3. DSP will review and approve the project in UFIRST and issue a Notice of Award (NOA)

To receive payments through Contracts and Grants (C&G):

1. Complete the attached Statement/Request for Invoice for each service and send to the [IFAS Team at C&G](#) (if the service is pre-paid, forward the check with the statement; if not, forward the request for invoice *after* services are complete)
2. A new NOA will be issued after each payment is processed
3. At the end of the 5-year period, the account will be closed and any residual funds will be subject to the standard close-out policy