**IFAS Faculty Service Program Guidelines**

The IFAS Faculty Service Program (FSP) is designed for [eligible](https://research.ufl.edu/dsp/proposals/eligibility-to-submit-a-proposal-for-external-funding.html) faculty conducting ***routine/turn key services*** for multiple, domestic, external, and non-Federal sponsors on a fixed-price basis.

Routine services are characterized by projects whereby (1) PIs do not provide scientific input, (2) summative input is not provided, and (3) results are provided without interpretation. These services are guided by protocols normally established by the external sponsor and contain no experimental design. The University will conduct the work in the exact manner described in the protocol without alteration and/or use of the University intellectual capital. As such, FSP’s cannot be research. They can be in support of someone else’s research, but the PI cannot be doing actual research themselves. It is important to ensure that the description does not indicate research; terms that might be an indication include research, develop, IP, experiment, interpret, evaluate, create, consult, recommend, etc. The inclusion of an extended description or statement of work should be scrutinized as FSP’s are typically simple fee for service.

As a routine service, no contractual agreements or international sponsors are allowed due to the need for additional compliance review. In addition, expenditures are restricted to items or activities that are necessary to conduct the routine service; as such, by their nature, certain items would not be allocable on FSP’s (e.g., tuition, academic conferences, international travel).

Services requiring IRB, IACUC, and/or IBC approval 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 may only have one active FSP at a time. If scope of services needs to be expanded, it can be done through an award modification with an adhoc to Robin Barber.
* Payment should be received up front, before the service begins.
* They last for a 5-year period. At the end of the 5-years, the account will be closed and any remaining funds (under $100K) will be subject to the [IFAS Residual Policy](https://research.ifas.ufl.edu/media/researchifasufledu/docs/pdf/Flowchart.pdf) for close-out of fixed price awards.
* Any account overages, exceeding $100K at closeout, will be swept by the college. FSP’s are designed to recover the actual costs of providing the service and not to accumulate large balances.
* There is a $15,000 cap on direct costs per service.
* The indirect cost rate has increased from 15%TDC to 20%TDC. This will increase the total per service amount to $18,000. **Note:** any proposals submitted on or after 8/1/23 should be using the new IDC rate.
* Departments are responsible for invoicing the customer for the service, upon request.
* If a PI is leaving UF, their FSP account can be transferred to another faculty member without a FSP, or funds can be transferred to an existing FSP account. IFAS exit procedure should be followed prior to transfer of funds. This can be found under the, “what should faculty know” section at the bottom of our website https://research.ifas.ufl.edu/our-office/proposals/.

**Approval and account establishment process:**

1. Create a “*New Proposal*” in UFIRST and then complete the “*Edit Proposal SmartForm*” page as follows:
2. 1.0 General Information
	1. The Short & Full Title of Proposal should be listed as the following (5.0 & 6.0): **IFAS Service Program: *PI Last Name, PI First Name***
	2. Sponsor (7.0): **Multiple Sponsors**
3. 3.0 Proposal Descriptors
	1. Provide Lay Abstract or Key Words (4.0):  **Provide a detailed description of services that are being provided for the overall life of the project. Make sure the description does not indicate research.**
4. 3.3 Primary Purpose
	1. Select purpose (1.0): **Research and then put 100% in the percentage in the box**
5. 4.0 Budget Periods
	1. Budget Dates: **set this for 5 years**
6. Click the “*Access Budget Workspace*” button and complete the page as follows:
7. General Budget Information
	1. Indirect Cost Base (4.0): **TDC**
	2. Indirect Rate for Each Year: **20**%
	3. Set the budget amount for each year: **$0**
8. When all proposal information is completed click the “*Submit*” button and it will be routed for approvals.

**Payment and invoice process:**

All payments should be directed to the unit for the purposes of payment identification. If a sponsor requests an invoice for payment, it is the departments responsibility to send it to them. Remember payment should be received up front, before the service begin.

* FSP [Invoice Template](https://researchtools.ifas.ufl.edu/serviceInvoice/) (optional) If you chose to use your own make sure the proposal number is on it along with the department address as the return address (not C&G).
* **New FSP Accounts** - when the UFIRST check is received, the department will need to notify DSP by responding to the *“Post Submission Update”* in the proposal. This will let DSP know they need to create the “*$0* *Award”*. Once the award is created the department will then need to create a separate *“Award Mod”* for the payment. Each individual payment should have a separate modification created. The “*Official Award Documents”* must include a copy of the check and the [Service Statement Form](https://uflorida.sharepoint.com/teams/UFIFASDeanforResearchOffice/Shared%20Documents/Proposal%20Processing/FSP/Service%20Statement.docx). All award documents should be mailed to C&G for deposit at the address below.
* **Existing FSP Account -** for any subsequent payments for FSP services, once the department receives the check, they need to create a separate *“Award Mod”* for the payment. Each individual payment should have a separate modification created. The “*Official Award Documents”* must include a copy of the check and the [Service Statement Form](https://uflorida.sharepoint.com/teams/UFIFASDeanforResearchOffice/Shared%20Documents/Proposal%20Processing/FSP/Service%20Statement.docx). All award documents should be mailed to C&G for deposit at the address below.

University of Florida

Contracts & Grants

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**ALL questions regarding FSPs, including invoicing, guidelines, expenditures, etc., should be directed to Robin Barber 352-294-7515 proposals@ifas.ufl.edu**