

University of Central Florida  
Office of Research Commercialization  
Request for Service Fee Form

A 5% service fee may be requested in lieu of facilities & administrative costs (F&A costs) if a proposed project falls within any of the categories listed below. **The use of the Service Fee in lieu of indirect costs must be approved prior to proposal submission.** The original signed service fee form must be forwarded to ORC via hard copy. Please upload the signed version in ARGIS prior to submission.

If the request is approved, a 5% percent service fee will be assessed against the total direct costs of the project. **If the project is awarded with a fixed-price agreement, any residual funds at the end of the project period/close out will remain with the Office of Research & Commercialization.**

A service fee request is not required if the F&A rate is limited per the sponsor agency's written policies to 5%. Proposals submitted to Federal Agencies **are** also eligible for service fees.

Approvals for service fee requests are limited to the following project categories. Projects must meet all of the criteria listed below (please check one):

**SEED PROJECTS:** *(start up funds to determine feasibility of a particular concept or idea)*

Seed Project\*: Budget cannot exceed \$40,000 including service fee. Attach applicable portion of proposal that discusses the concept or idea being evaluated.

SBIR Phase I project.

STTR Phase I project.

**PUBLIC SERVICE PROJECT\*\*:** PI labor cannot exceed 120 hours or two weeks effort within a 12-month period. Basic or Applied research projects are not eligible.

**PROJECT TO SUPPORT STUDENT EFFORTS:** Funding request cannot exceed \$40,000 including service fee. PI and Co-PI salaries cannot be proposed to sponsor agency.

**PROJECT INFORMATION**

Principal Investigator: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Sponsor Agency: \_\_\_\_\_  
Project Period: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Budget: Total Direct Costs \_\_\_\_\_ Service Fee @ 5% \_\_\_\_\_ Total Request: \_\_\_\_\_

**SIGNATURE AUTHORIZATION**

Principal Investigator: \_\_\_\_\_  
Department Chair: \_\_\_\_\_  
College Dean: \_\_\_\_\_  
ORC Representative: \_\_\_\_\_

For ORC Comments Only:

\*Seed Projects are available for projects up to \$40K. This type of service fee is not designed to circumvent UCF's federally negotiated application of F&A charges. Continuation proposals that have been previously awarded a service fee from the same sponsor, will be subject to UCF's federally negotiated F&A charges for any cumulative amount above \$40K. Multiple seed projects to the same sponsor will also be critically evaluated.

\*\*Public Service Projects are defined as activities meant to support costs for organizing, establishing, providing, or expanding the delivery of health or other social services to a specified community. Public Service Projects do not include basic or applied research and will be reviewed on case-by-case basis.