

UCF performs many different activities and the distinction between sponsored programs and services is not always cut-and-dry. Some factors could be present in both activities. Please contact the Research Foundation for assistance with service agreement activities.

Sponsored Award Activity

- ◇ Funds the major functions of basic & applied research, instruction, or other sponsored activity
- ◇ Mutual exchange and benefit between a sponsor and UCFRF supporting and advancing UCF’s mission
- ◇ Activity is carried out with the intent to further disseminate knowledge, including publication
- ◇ Equipment fabrication or development for a federal agency
- ◇ Clinical trial agreements
- ◇ UCFRF:
 - ◇ Controls the method and results of the project
 - ◇ Makes programmatic decisions, with performance measured against program objectives, not sponsor specifications
 - ◇ Is responsible for overall project or program outcomes
- ◇ May result in patentable innovation or copyrightable material
- ◇ Project activities and award include conditions for fiscal reports, audits or invoicing
- ◇ May include requirement to return unexpended funds
- ◇ Templates available

Indirect Cost: Assessed using UCF’s federally negotiated rate or sponsor’s published rate and is applied to the appropriate base

Service Agreement Activity

- ◇ Primary benefit is to the customer
- ◇ UCFRF activity is ancillary to a program/project and UCFRF is not responsible for overall program objectives or success
- ◇ Cost is represented in a flat fee, or an hourly or per unit basis
- ◇ Invoices are typically created on a per unit, schedule, per diem basis
- ◇ Request for bid/quote, not a proposal
- ◇ UCFRF referred to as “vendor”, not “contractor”, “awardee”, or “grantee”
- ◇ Activity intent generally does not include furtherance of knowledge or publication
- ◇ Service Activity Examples Include:
 - ◇ Lab or non-lab testing services
 - ◇ Field testing
 - ◇ Consulting Services
 - ◇ Curation services, art displays and installation, performances
 - ◇ Hosting conference site (facilities, catering, printing, or other support)
 - ◇ Senior Design activity
- ◇ Templates available

Management Fee: Assessed at seven percent (7%) of total service activity revenue collected