**Cost Reimbursement Service Agreement**

Between

[Name of Organization]

[Organization Address]

and

University of Central Florida Research Foundation, Inc.

3100 Technology Parkway, Suite 201, Orlando, FL 32826-3281

This Service Agreement (“Agreement”) is made and entered into by and between [Organization Name] (“Company”), a [Type of Entity], organized under the laws of [State or Country] and the University of Central Florida Research Foundation, Inc. (“UCFRF”), a direct support organization and instrumentality acting for the benefit of and on behalf of The University of Central Florida Board of Trustees (“UCF”); individually, “Party”, or collectively, “Parties”.

In consideration of the following and for the good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Service Requestor and UCFRF agree as follows:

1. Term

UCFRF will perform the Services, described in Exhibit A, incorporated by reference herein, beginning on [Month Day, Year] and shall not extend beyond [Month Day, Year] unless the period is extended by modification of this Agreement.

1. Financial Support and Payment

2.1 Service Requestor agrees to reimburse UCFRF for the actual costs incurred by UCFRF in performance of the Services up to the amount of $[USD]. UCFRF may re-budget as necessary to accomplish the Statement of Work in Exhibit A.

2.2 UCFRF will render its invoices to include the previous month’s actual cost chargeable to the Service Requestor. Invoices shall be submitted to:

|  |  |
| --- | --- |
| Name | [Name] |
| Address | [Address] |
| City, State Zip | [City State Zip] |
| Email | [Email Address] |

2.3 Payment by check shall be made payable to University of Central Florida Board of Trustees and remitted to:

|  |
| --- |
| University of Central Florida |
| PO Box 160119 |
| Orlando, FL 32816-0119 |

2.4 Service Requestor agrees to pay a $25.00 USD fee for any payments made by wire transfer.

2.5 UCFRF may choose to discontinue performance of the Services if Service Requestor fails to pay any invoice within thirty (30) days of receipt.

1. Reports

UCFRF will provide Service Requestor a final report summarizing the results of the Services, as described in Exhibit A.

1. Administrative Consideration

Service Requestor understands that UCFRF does not have any employees, and that all personnel performing under this Agreement are employees or agents of UCF. As a result and notwithstanding anything to the contrary hereunder, UCFRF shall be able to disclose confidential information, as described in this provision, to employees of UCF who have a legitimate need to know the confidential information.

1. Intellectual Property

5.1 Service Requestor hereby provides UCFRF a non-exclusive, royalty-free, fully paid-up license to use any materials Service Requestor provides to UCFRF. UCFRF shall not use such materials in any manner other than for the provision of the Services.

5.2 Service Requestor will receive title to any data or test results generated. Title to all other intellectual property including, without limitation, any inventions and discoveries conceived or first reduced to practice, all computer software, works, and material developed in the course of performance of the Services, whether or not protectable by patent, trade secret or copyright shall be owned by UCFRF.

5.3 Notwithstanding any other provision of this Agreement to the contrary, UCFRF and UCF reserve an irrevocable, non-exclusive, royalty-free, nontransferable license to make and use the intellectual property, data, and test results generated hereunder for educational and research and development activities practiced by UCFRF and UCF.

1. Publication

Any research or research results generated in conjunction herewith shall be subject to unrestricted publication or dissemination provided that such publication or dissemination will not compromise the ability to file for patent protection or inadvertently divulge proprietary information of a Party.

1. NO REPRESENTATIONS AND WARRANTIES

UCFRF IS A 501(C) (3) NON-PROFIT DIRECT SUPPORT ORGANIZATION OF UCF. UCFRF AND UCF MAKE NO REPRESENTATIONS AND EXTEND NO WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED WITH REGARD TO THE SERVICES PERFORMED UNDER THIS AGREEMENT. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THAT ANY SERVICES OR INTELLECTUAL PROPERTY PROVIDED OR DEVELOPED BY UCFRF UNDER THIS AGREEMENT WILL NOT INFRINGE ANY THIRD PARTY PATENT, COPYRIGHT, TRADEMARK, OR OTHER THIRD PARTY RIGHTS. UCFRF AND UCF MAKE NO REPRESENTATION AS TO THE USEFULNESS OF ANY SERVICE DELIVERABLE OR INTELLECTUAL PROPERTY. IF SERVICE REQUESTOR CHOOSES TO EXPLOIT SERVICE DELIVERABLES OR INTELLECTUAL PROPERTY IN ANY MANNER WHATSOEVER, IT DOES SO AT ITS OWN RISK.

1. Limitation Of Damages

In no event shall UCFRF, UCF or Service Requestor be responsible for any indirect damages, incidental damages, consequential damages, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability or other legal theory), a breach of any warranty or term of this Agreement, any materials or information provided by any Party to any other Party, and regardless of whether it was advised or had reason to know of the possibility of incurring such damages in advance. The foregoing limitation of liability will survive any termination of this Agreement and will apply without regard to any other provision of this Agreement which may have been breached or have been proven ineffective.

1. **Assumption** of Risk

9.1 UCFRF and UCF expressly retain all rights, benefits, and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes, and nothing in this Agreement shall be deemed as a waiver of sovereign immunity or limits of liability beyond any statutory waiver. The Parties acknowledge and agree that UCFRF is a direct support organization acting on behalf of and as an instrumentality of UCF and that the cap on the amount and liability of UCFRF and UCF for damages regardless of the number or nature of claims in tort, equity, or contract shall not exceed the lesser of the (i) dollar amount set by the legislature for tort in Section 768.28, Florida Statutes or (ii) policy limits of UCFRF’s insurance coverage.  Service Requestor agrees, at its sole expense, to defend, indemnify and hold harmless UCFRF and UCF and their respective officers, employees, servants, and agents, and the UCF Board of Trustees from and against any and all suits, claims, demands, penalties, fines, charges, causes of action, damages, losses, liabilities, costs and expenses (including without limitation attorneys’ fees) arising from or related to intellectual property infringement for content provided by Service Requestor under this Agreement or for any action or inaction taken by Service Requestor under this Agreement.

9.2 Each Party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of that Party and its officers, employees, servants, and agents thereof while acting within the scope of their employment.

1. Termination

10.1 Either Party may terminate this Agreement for any reason upon thirty (30) days written notice to the other.

10.2 Service Requestor will pay UCFRF any costs or non-cancellable obligations which have accrued or been encumbered up to the actual date of termination and Service Requestor will not be relieved of the obligation to pay those costs because of a termination hereunder.

1. Confidential Information

Should it be necessary for either Party to disclose confidential information to the other, the Parties will first execute a confidentiality agreement.

1. EQUIPMENT

UCFRF will be accountable for and hold title to all equipment purchased under this Agreement and will be responsible for employing it for the overall purpose of the project. UCFRF agrees to maintain sufficient records to enable Service Requestor to fulfill its accountability. Each Party will be accountable for and keep title to all equipment it owns and utilizes under this Agreement.

1. Non-Use of Names

Neither Party may use each other’s name or trademarks in any promotion, statement, advertisement, press release or communications to the general public or any third party without each other’s express written consent. Any proposed public statement, advertisement, press release or communications by either Party shall be submitted to the other Party for its review and written approval at least thirty (30) days prior to the planned dissemination or publication, unless otherwise required. However, nothing shall prohibit either Party from complying with Florida Statutes 1004.22(2) regarding sponsored research activities.

1. Export Control

Each Party acknowledges that it is subject to and agrees to abide by the United States laws and regulations controlling the export or transfer of information, technical data, software, items, materials, mockups/prototypes, biological materials and other items (including the Arms Export Control Act (“AECA”), as amended and enumerated in the International Traffic Arms Regulations (“ITAR”) 22 CFR Parts 123-130, and the Export Administration Act (“EAA”) of 1979 enumerated in the Export Administration Regulations (“EAR”) 15 CFR Parts 300-799). The transfer of such items and technical data may require a license from the cognizant agency of the U.S. Government or written assurances by Service Requestor that it shall not export such items to certain foreign countries and/or foreign persons without prior approval of the cognizant agency. UCFRF neither represents that a license is or is not required or that, if required, it shall be issued.

1. Notices

All notices and other communication given under this Agreement shall be addressed or sent via electronic mail to the address set forth below unless by a previous notice a different person or address has been designated.

|  |  |  |
| --- | --- | --- |
| UCFRF Contractual Contact: |  | Service Requestor Contractual Contact: |
| University of Central Florida Research Foundation, Inc. |  | [Company Name] |
| 3100 Technology Parkway, Ste 201 |  | [Address] |
| Orlando, Florida 32826-3281 |  | [City, State, Zip] |
| Attn: [Name] |  | Attn: [Name] |
| Email: [Email Address] |  | Email: [Email Address] |
|  |  |  |
| UCFRF Technical Contact: |  | Service Requestor Technical Contact: |
| [University Department] |  | [Company Name] |
| [Technical Address] |  | [Technical Address] |
| [City, State, Zip] |  | [City, State, Zip] |
| Attn: [Name] |  | Attn: [Name] |
| Email: [Email Address] |  | Email: [Email Address] |

1. Miscellaneous

16.1 This Agreement will be governed by the laws of the State of Florida and the United States. Any dispute between the Parties concerning this Agreement shall be decided in a court of competent jurisdiction of the Parties and the subject matter hereof in Orange County, Florida. The Parties specifically waive the right to any other jurisdiction and venue, and the defense based on inconvenient forum.

16.2 The Parties to this Agreement are and will remain independent contractors and nothing herein will be construed to create a partnership, agency, or joint venture between us. Neither Party shall have any authority to bind the other or the other's representatives in any way and shall not represent to any third party that it has such authority.

16.3 No default, delay, or failure to perform on the part of either Party shall be considered a default, delay, or failure to perform hereunder, if such default, delay, or failure to perform is due to causes beyond either Party’s reasonable control including, but not limited to, strike, lockouts, or inactions of governmental authorities; epidemic; pandemic; war; embargoes; fire; earthquake; acts of God; or default of a common carrier.  In the event of such default, delay, or failure to perform, any date or times by which either Party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the excused default, delay, or failure to perform.

16.4 The Parties understand and agree that a Party may suffer irreparable harm in the event of breach of any of the obligations under this Agreement and that monetary damages may be inadequate to compensate for such breach. Accordingly, the Parties agree that, in the event of a breach, or threatened breach by a Party, of any of the provisions of this Agreement a Party, in addition to any other available rights, remedies or damages, shall be entitled to seek a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Party, or its employees, servants, agents and any and all persons directly or indirectly acting for the Party.

16.5 Neither Party may assign or transfer its rights and remedies nor transfer its obligations or subcontract for any of the Services to be performed under this Agreement, in whole or part, without the prior written consent of the other Party. This Agreement is binding upon the Parties and their permitted successors and assigns.

16.6 No waiver or delay by either Party to exercise any right or remedy of any breach of any provision hereof will constitute a waiver of any other breach of that provision or of any other provision hereof.

16.7 If any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions shall not be affected or impaired but shall remain in full force and effect.

16.8 Each Party represents that it has the right, power, and authority to enter into this Agreement and that it shall comply with applicable state and federal laws in its performance hereunder.

16.9 Modifications to this Agreement may be made in writing signed by authorized signatories of both Parties.

16.10 This Agreement consists of the following parts and constitutes the entire Agreement of the Parties with respect to the subject matter hereof. Any other agreement, written or oral, is hereby superseded.

1. Articles 1-16
2. Exhibit A – Scope of Work and Deliverables
3. Exhibit B – Budget

**IN WITNESS WHEREOF**, this Agreement has been duly executed as of the date set forth below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University of Central Florida Research Foundation, Inc. | |  | [Service Requestor Name] | |
| By: |  |  | By: |  |
| Name | [Name] |  | Name | [Name] |
| Title | [Title] |  | Title | [Title] |
| Date | [Date] |  | Date | [Date] |

**EXHIBIT A – SCOPE OF WORK AND DELIVERABLES**

UCFRF shall perform the work described in:

Proposal entitled [Proposal Title] and [Proposal Date].

Which documents are hereby incorporated into this Agreement by reference with the same force and effect as if set forth herein in full.

The following deliverable items are required:

|  |  |
| --- | --- |
| **Due Date** | **Deliverable** |
| [Date] | [Deliverable Description] |
| [Date] | [Deliverable Description] |
| [Date] | [Deliverable Description] |
| [Date] | [Deliverable Description] |
| [Date] | [Deliverable Description] |
| [Date] | [Deliverable Description] |
| [Date] | [Deliverable Description] |
| [Date] | [Deliverable Description] |

**EXHIBIT B - BUDGET**