

Service Agreement Common Forms Disclosure Guidance

Should Service Agreements under [Research Policy Handbook 13.7](#) (i.e., fee-for-service projects whereby Stanford performs services to or for an external entity), be disclosed in the Current & Pending Other Support common forms?

It depends on the scope of work under the service agreement. The Principal Investigator of the service agreement is responsible for making the analysis and determination if their service agreement meets disclosure criteria [per the instructions for the Common Forms for Current and Pending \(Other\) Support](#).

If the service agreement activities involve the performance or conduct of research (“research as a service”), it should be disclosed. If the activities, while not research, would ultimately contribute to the investigator’s research portfolio and endeavors (including, but not limited to co-authorship) or the investigator would receive resources to be used in their research, then it should be disclosed. [If unsure, err on the side of disclosure.](#)

If the service agreement activities are deemed to be disclosable, see further guidance below. The PI should notify other personnel and other faculty who are also involved in the service agreement of this determination since they would also need to disclose it on their Current & Pending Other Support common forms.

Best Practices for Disclosure for Majority of Cases:

Under the **Proposals and Active Projects** section of the common form, the services should be disclosed as if it were a regular “project”, with the following supplemental guidance:

1. For *Statement of Overlap*: include the following text: “These activities are performed as a fee-for-service agreement in accordance with University policy. *[Investigator to add any additional information (if any overlap) or confirmation of no other overlap.]*”
2. The *Total Anticipated Proposal/Project Amount* should indicate the total amount anticipated for the entirety of the service agreement.
 - a. For instances where the dollar amount is variable; provide the best estimate of anticipated dollars expected OR if this is not easily estimated, provide how much has currently been received (though this would require updating every single time).

- b. In the rare instance that this is a \$0-dollar service agreement, but still involves effort, then it should still be disclosed and \$0 is a valid entry for *Total Anticipated Proposal/Project Amount* field in SciENcv.
3. For the *Person-Month(s)* effort section: enter the number of person-months (or partial person-months) the investigator is and/or will devote to the consulting activity per year. This number cannot be 0 and should have a numerical value.
 - a. This time is considered part of their Stanford University FTE, and is part of the investigator's non-sponsored time since service agreements are considered non-sponsored activities. This is true regardless if the service agreement meets disclosure criteria or not—their time must be accounted for under non-sponsored time. Service agreement effort should never be charged to sponsored projects even if it is not being charged directly to the service agreement itself. However, see item #4 for further consideration.
 - b. Since service agreements don't always have a formal "budget" period, effort should be aligned to a "12-month budget year" if the contract is for more than 12 months and then disclose effort committed/anticipated accordingly.
4. Some service agreements under the RPH 13.7 policy have an RRA record in SeRA after its implementation in 2021 (if unsure, please check with your School's Dean's office representative). However, if you have an existing service agreement or research service agreement that was set-up as a sponsored project and has a SPO, and you have been reporting it as sponsored research in Current & Pending Other Support disclosures prior to the use of the Common Forms, to prevent any confusion or questions, faculty should continue to report existing service agreements or research service agreements that have a SPO in the same manner as other sponsored projects. This circumstance should be rarely encountered by faculty.

For any questions, please reach out to your respective School's Dean's office representative who assisted with your service agreement.