# Fee For Service Agreements

A guide by Ritchie Taylor and Jo Ellen Scruggs CHHS Office of Research and Creative Scholarship

February 11, 2022



# **Fee For Service Agreements**

- o Definition
- o FFSA versus Grant Award
- o Procedure to Create an Agreement
- o Budget Document
- o Service Fee



### Definition

Fee-for-service work consists of the performance of a predefined or routine process, analysis, or service at an established rate, or the production of a product or prototype that meets predefined specifications. FFSAs do not involve discretionary judgment or expert opinion.

FF5As should be viewed as a contract and an agreement.

WKU FFSA procedure and templates found on <u>OSP</u> Contracts and Agreements site.



### FFSA versus Grant Award

### **FFSA**

Does not involve discretionary judgment or expert opinion (includes Scope of Work)

Daily Rates for faculty (outside of faculty contractual effort)

Technical Report required? Scope of Work

### **Sponsored Grant**

Often longer duration

Can include faculty release time of academic year effort or off-contract (summer) effort compensation

## **Daily Rate and Billable Days**

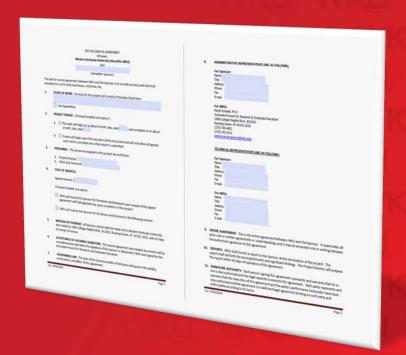
- o Based on faculty contract period (9, 10, 11 or 12-month contract)
- Daily Rate = (Base salary/Contract Period)/20 work days\*month<sup>-1</sup>
- o Limited to 4 days per month for faculty or 36 days for a faculty member on a 9-month contract
- In the summer you have 60 days that can be funded externally through a grant or FFSA
- Total days for externally funded compensation = 96 days per fiscal year (July 1 – June 30)



#### **FFSA Procedure**

More detail found on OSP's webpage here.

- Contact the WKU Office of Sponsored Programs OSP will assist completing the budget and agreement form. Also contact the CHHS Research office so the budget may be reviewed.
- Contact the CHHS Office of Research and Creative Scholarship Assistance will be provided.
- Faculty Project Director is responsible for collecting internal (WKU) signatures and the Sponsor's signature.
- Send final document to OSP for processing.
- FFSAs under \$10,000 will be administered by the department or the associated CHHS ARC.
- → FFSAs over \$10,000 will typically be set up in a restricted account and administered by the Office of Sponsored Programs and Grants and Contracts Accounting with a separate index number.





### **FFSA Budget**

OSP will assist with budget creation.

CHHS Office of Research and Creative Scholarship will provide support.

Develop a proposal or specific scope of work.

Make a list of costs for all materials, activities/travel, student hourly costs, and faculty daily rates to make the work successful.

"Faculty members are expected to involve students in FFSA projects in ways that advance their educational goals." (OSP FFSA Guidelines)

▲   A	В	
Fee for Service Agreement		
PD:		
Sponsor:		
Budget Items		
A. Personnel		
Project Director: Individual's Name / % effort x base annual salary	\$0.00	
Project Role: Individual's Name / % effort x base annual salary	\$0.00	
Project Role: Individual's Name / % effort x base annual salary	\$0.00	
0 Total Faculty	\$0.00	
1		
2 4. Student(s): 3 Total Students	\$0.00	
3 Total Students	\$0.00	
4		
B. Fringe Benefits		
6 1. Faculty (24.22%) 7 4. Student ( 8.15%)	\$0.00	
7 4. Student ( 8.15%)	\$0.00	
8 Total Fringe Benefits	\$0.00	
8 Total Fringe Benefits 9 0 C. Materials and Supplies		
0 C. Materials and Supplies	\$0.00	
1		
2 D. Travel & Lodging	\$0.00	
2 D. Travel & Lodging 3 4 E. Equipment		
4 E. Equipment	\$0.00	
5		
5 6 Total Direct Costs	\$0.00	
7		
Service Fee 30% of Total Direct Costs	\$0.00	
8 Service Fee 30% of Total Direct Costs 9		
Total Project Costs	\$0.00	
1		
For questions/problems with this template, please contact Sponsored Program	s at	
2 (270) 745-4652 or by e-mail at sponsored.programs@wku.edu.		
3		

#### **FFSA Service Fee**

All FFSA will automatically include a 30% Service Fee (in addition to the project budget needs)

Service Fee supports WKU facilities and administration costs (F&A)

Funds are transferred to the CHHS F&A Indirects index after the completion of the FFSA:

10% will be allocated to WKU10% will be allocated to the College10% will be allocated to the associated ResearchCenter or academic unit

11	
Fee for Service Agreement	
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Project Director: Individual's Name / % effort x base annual salary	\$0.00
Project Role: Individual's Name / % effort x base annual salary	\$0.00
Project Role: Individual's Name / % effort x base annual salary	\$0.00
Total Faculty	\$0.00
4. Student(s):	\$0.00
Total Students	\$0.00
Total Stadents	<b>\$0.00</b>
B. Fringe Benefits	
1. Faculty (24.22%)	\$0.00
4. Student ( 8.15%)	\$0.00
Total Fringe Benefits	\$0.00
C. Materials and Supplies	\$0.00
D. Travel & Lodging	\$0.00
E. Equipment	\$0.00
Total Direct Costs	\$0.00
Service Fee 30% of Total Direct Costs	\$0.00
Total Project Costs	\$0.00
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### **Benefits**

- 1. Faculty will be credited as the PI, Co-PI, or Co-I on an externally funded project as captured in <u>SPIRIT</u> (fulfills Research)
- 2. Builds a portfolio of externally funded research (fulfills Research)
- 3. Research products may be produced from FFSA projects (fulfills Research)
  - Technical reports
  - Presentations (local, state, regional, and at conferences)
  - Published manuscripts
  - Other products (infographics, websites, invention disclosure, etc.)
- 3. May lead to development of proposals for external funding (fulfills Research)
- 4. Extra Compensation (36 days per academic year and 60 days in summer at the Faculty member's daily rate)
- 5. Other Benefits

Contact ritchie.taylor@wku.edu jo.scruggs@wku.edu sponsored.programs@wku.edu Thank you.