**CoE Service Agreement Unit Approval Form**

 **Service Provider:** PI or Researcher Name

**Unit:** Department or Collaboration Core Unit

**Client:** Company name

**Project description:** Brief project description

The UW provides rules for sales of service to outside entities in Administrative Policy Statement ([APS) 59.5](https://www.washington.edu/admin/rules/policies/APS/59.05.html). The purpose of this form is to help ensure knowledge of these rules and confirm compliance at the unit and college level. The approval of the sale of services to outside entities belongs to CoE Dean, with authority currently delegated to the Vice Dean.

To obtain approval, the chair or director must confirm the following:

* service provider has appropriate campus facilities to complete the work and  is able to comply with the terms of the contract, including any applicable provisions with requirements for contractors or subcontractors, including, but not limited to, those that require certification, background checks, credentials, special protections, particular systems or software, incident responses, or disclosures/notifications, prohibit certain purchases or subcontracts, or necessitate understanding of particular laws, federal requirements, etc.
* services being sold are substantially related to the mission of the university and revenue will be used to support activities that are directly and substantially related to the educational or research activity.
* fees will recover all applicable­­ costs, including taxes and appropriate overhead, associated with the provision of services and will not undercut market cost. Unlike sponsored research, this should include administrative effort for invoicing, reconciliation, and expense monitoring.
* personnel involved with the provision of services or receiving goods do not have any conflicts of interest.
* the department or unit has a plan for handling the situation if a payment cannot be recovered or if there is dispute with the entity buying the services; CoE is under no obligation to cover costs or mediate disputes related to this agreement.
* Legal review by the UW Attorney General (AG) is often required. This can take several weeks depending the AG’s availability and caseload. The Senior Vice President for Finance and Facilities must approve any proposed sales to other governmental agencies. Requests must be submitted in a timely manner as the CoE is not in a position to influence this timeline.

By signing below the chair/director confirms 1) awareness and approval of this activity, 2) agreement with the terms listed above, and 3) that department or institute will assume financial responsibility if payment cannot be recovered or if there is dispute with the entity buying the service(s).

[Signature] Date

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Chair/Collaboration Core Director: Chair/Director Name Date

**Additional Signature Required for Collaboration Core Units:**

[Signature] Date

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Vice Dean: Jihui Yang Date