

FEE-FOR-SERVICE (202) ACCOUNTS

GUIDELINES AND PROCEDURES

Fee-for-service projects must meet **all** of the following criteria:

- The service is an application of established methods and techniques that are routinely performed; and
- The service has been or will be offered to multiple internal or external parties and may become a routine service; and
- The service does not involve any expert analysis or discretionary judgment; and
- No ISU intellectual property or new knowledge is anticipated to result from this activity/service; and
- The service does not depend on the expertise of a certain individual; and
- A service center agreement (or fee for service agreement) establishing standard, fixed rates for the service on a per-item or per-sample basis must be established with the Controller's Department for services provided to internal customers; and
- No cost sharing or matching funds are required.

Procedures

If the Principal Investigator determines the project does **not** meet all of the above criteria, please contact OSPA for assistance

If the Principal Investigator determines the project **does** meet all of the above criteria, please contact the Controller's Department to begin the process of establishing the fee-for-service account.