

**University of Oklahoma
Certification for Service Agreement (CSA)**

NAME OF PROJECT LEADER(S): _____

DEPARTMENT OF PROJECT LEADER(S): _____

CONTACT INFORMATION FOR PROJECT LEADER(S):

TITLE OF PROJECT: _____

PLACE OF PROJECT PERFORMANCE: _____

SPONSOR: _____

PURPOSE: A Service Agreement is to be used only on those Projects involving testing, and/or diagnostics of Sponsor provided material or information. No applied or basic research shall be provided by the University involved in this Project and, therefore, it is not likely that there will be creation of new knowledge and/or technologies by University personnel. The provisions of the Service Agreement vary from the University's Sponsored Research Agreement and it is imperative that the Service Agreement be used properly and not substituted for the University's Sponsored Research Agreement. In an effort to avoid confusion and ensure proper use of the Service Agreement, the following certification form needs to accompany any proposed Project routing sheet involving a Service Agreement. **A proposed Service Agreement will not be approved without execution of this Certification form.**

CERTIFICATION: We, the following undersigned University employees, proposed Project Leader(s), Department Chair/School Director, College Dean wherein the Project is to be conducted, verify each of the following statements:

1. The proposed Project involves only the testing, classification, or diagnostics of Sponsor's data, samples, mechanisms, procedures, products or processes.

2. The services involved in the Project will be done in accordance with the specifications or protocols which have been prepared or supplied by the Sponsor or Sponsor's duly authorized agent(s). Neither I, nor any other University employee involved in the Project or under my direction, have prepared or provided scientific input into the Project specifications or protocol or if the specification or protocols have been prepared by me, or other University employees involved in the Project or under my direction, said specifications or protocols have been prepared using only Sponsor provided information, specifications, or protocols.

3. I have not provided, nor will I provide, any basic or applied research in the preparation of or for the proposed Project and I will not provide the results of any basic or applied research in the conduct of the Project.

4. The conduct of the proposed Project will not involve or employ the use of any inventions or technologies, including software, learned, created, or developed under federally-sponsored or privately-sponsored research projects or grants in which I have been involved, except those listed herein:

The Office of Research Services and the Office of Technology Commercialization have reviewed the terms and conditions of my current awards to ensure there do not exist any conflicting or inconsistent contractual arrangements that would prevent the University from entering into this proposed Service Agreement or burden or otherwise impede past and/or current grants or contractual arrangements with other parties.

5. I have read, am knowledgeable of, and will honor the confidentiality obligations of the Project as specified in an executed Confidentiality Agreement and will inform and ensure compliance with said obligations by all University employees, including students, working on or with the Project under my direction. If there are students that will be working on the Project, I have advised them of the limitations on publication(s).

By signing this verification, I acknowledge that I am indicating to the best of my knowledge and belief my assent to and accuracy of the above noted statements and that there is no real or potential conflict of interest arising from the provision of these services. If any of the above statements are not correct or if there are any exceptions, I have noted the particulars on a memorandum attached to this verification form.

Project Leader

Date

Department Head

Date

College Dean

Date

Office of Technology Commercialization

Date

Andrew Pollock
Director

Office of Research Services

Date

Michael Purcell
Associate Vice President for Research and
Executive Director, Office of Research Services