

Guidelines for Using the Analytical Services Template

Purpose: To provide guidance to Boise State University (“University”) departments and colleges regarding the use of the *Boise State University Agreement for Non-Federally Funded Analytical Services* template (the “Analytical Services Template”).

Analytical Services Template: The mechanism used to facilitate contractual relationships in which standardized services (testing, analysis, evaluation, etc.) are provided to clients.

The Analytical Services Template may be used for projects that involve standard routine analysis, evaluation, classification, diagnostic, or interpretation of a client’s data, samples, mechanisms, procedures, or product. The services provided must use established methods and techniques that are routinely performed. If the project to be performed is for research or creative activities, or involves the creation of new knowledge, the Analytical Services Template cannot be used.

All of the following criteria must be satisfied to use the Analytical Services Template:

- Services must not be readily available from the private sector;
- No intellectual property is anticipated to be developed or result from the services;
- No modification of any intellectual property owned by University (“University IP”) will occur and no rights in University IP will be transferred to the client;
- No University cost sharing or matching funds are required;
- No subawards, subcontracts or pass-through funding to another entity are contemplated;
- No services may be performed for government clients (Federal, state, county or municipality, etc.) or clients using government funds;
- The maximum ceiling for individual projects is \$5000.00 and services are not expected to be ongoing (e.g., the Analytical Services Template is not appropriate for several planned projects which, individually, do not exceed \$5000.00);
- Fees charged for services must cover all of University’s actual costs, including salaries, fringe, supplies, materials, other operating expenses and facilities and administrative costs at the “Other Sponsored Activities” rate (see <https://research.boisestate.edu/osp/proposal-preparation/facilities-and-administrative-costs/>);
- No University employee has an ownership and/or managing interest in the organization for which services are being provided;
- The services will not involve manufacturing; and
- If the Analytical Services Template is modified, it must be routed to the Office of General Counsel for approval prior to signing.

Storing the Analytical Services Agreement: A scanned copy of the signed Analytical Services Template must be sent to the Office of Technology Transfer for storage. Campus units must keep the original contract for their records.

Examples of Allowable Services:

- Preparing and analyzing samples using nuclear magnetic resonance spectrometry and providing the raw or summarized data to the client;
- Preparing and analyzing samples using gas chromatography mass spectrometry and providing the raw or summarized data to the client; and
- Producing a Material Safety Data Sheet for a client’s product.