

**Clemson University**  
**Office of Sponsored Programs**

**Research Service Agreement Guidelines**

In order to assist with your need to arrange for a contract under which you will perform as the Principal Investigator for certain research activities of mutual interest to a private industry sponsor and the University, the Office of Sponsored Programs has developed and maintains a standard "Research Performance Agreement" that the Vice President for Research recommends be presented to your selected sponsoring company.

The University's agreement conditions have been limited to the essentials that are generally necessary from our past experience. When submitted to the sponsor with your proposal serving as the "attachment" referenced in the agreement's Article I Scope of Work, the offered terms and conditions provides the sponsor with a convenient, executable contract which will allow your research project to quickly get underway and lessen the chance that your research will be delayed due to protracted contractual negotiations.

The contract can be easily prepared if you will contact your academic unit's Pre-Award Grant Coordinator and provide the following information:

- Legal name and address of company sponsor;
- Name and phone number of your company contact;
- Proposal Number;
- Your desired "start" and "completion" dates.

Your Pre-Award Grant Coordinator will coordinate the information with our office, and we will establish official communication with your sponsor.