



Service Agreements



Proposal Submission



Award and Account Establishment



After Research Commences



Closeout

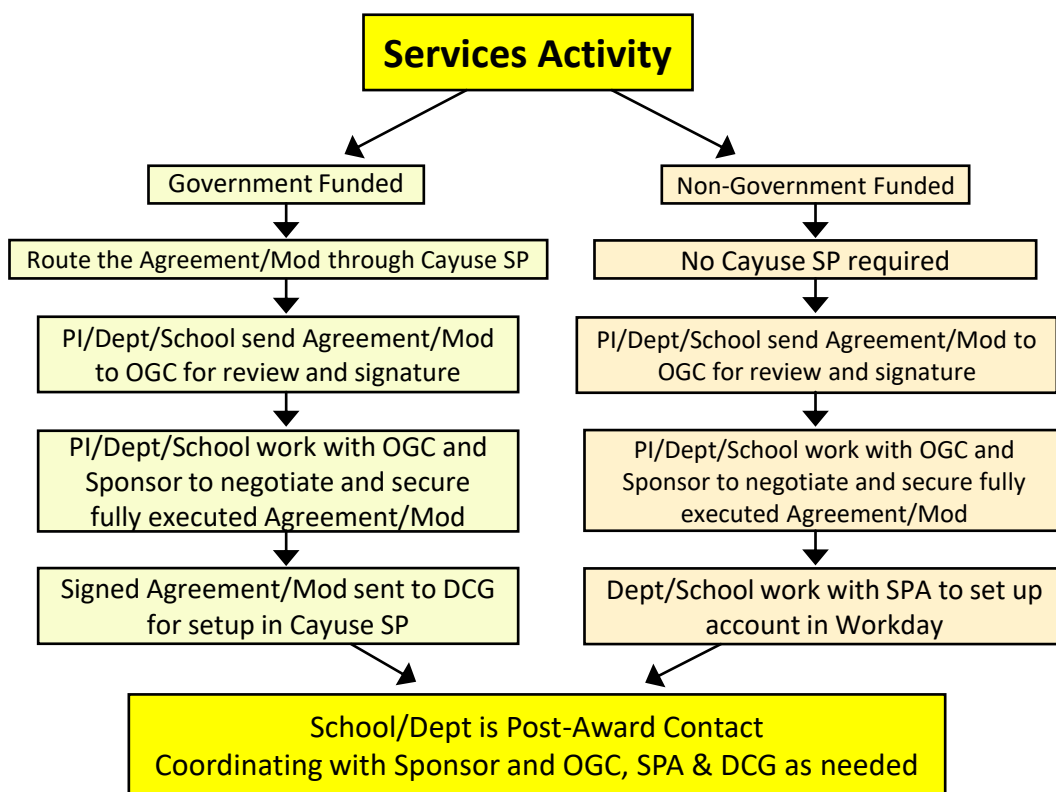
What is a Services Agreement?

An agreement funded by an outside sponsor for the delivery of specific activities or products with specific desired outcomes. USC personnel execute the work at the buyer's direction, even if the work being conducted is based on USC expertise, processes, or models. These may be in the form of any type of agreement, including but not limited to grants, contracts, subcontracts, Work for Hire Agreements, or Interpersonal Agreements (IPA).

Characteristics of a Services Scope:

- The delivery of specific activities or products with specific desired outcomes. This could be a routine service offered by the unit to outside sponsors.
- Often, the work is at the buyer's direction, even if the work being conducted is based on USC expertise, processes, or models.
- While analysis and or data collection might be involved, there should not be significant and novel interpretive analysis on data collected.
- Deliverables and results are normally owned by the sponsor.
- The work is not expected to directly result in novel intellectual property.
- The primary intent is the performance of services, though the work might have indirect academic or research implications outside of that may result.
- The training of outside (non-USC) parties and holding of conferences/events.

Process for Services Agreements:



Roles and Responsibilities/Guidance/Resources:

The Department of Contracts and Grants (DCG), in collaboration with the Office of General Counsel (OGC), has updated the DCG Website to include new guidance on [Services Agreements](#). The new webpage includes guidance on how to identify service scopes, lays out roles and responsibilities for different units, provides points of contact at OGC, SPA, and DCG, and includes a list of Frequently Asked Questions.

Contact the Office of Ethics & Compliance for assistance: compliance@usc.edu

