

Sales & Service or Sponsored Program Determination

Date: _____

Entity/Sponsor: _____

Checklist prepared by: _____

Sales & Service. The UM service or good is routinely provided to the general public and therefore is not unique to the project. Typically, the purchasing Entity is for-profit and not subject to Federal compliance requirements.

- 1 Are the services UM unit will provide available in a competitive, for-profit environment? Y N
- 2 Does the UM unit provide similar goods or service within its normal business operations to many different purchasers? Y N
- 3 Will the UM goods or services be a minor component of a broader activity? Y N
- 4 Will the activities performed be done by an unidentified UM employee/ employees? Y N

- 5 Will the activities performed by the UM unit be a series of repetitive tests or activities requiring little or no discretionary judgment by the UM employee(s) performing the activities? Y N
- 6 Did Entity request the UM unit perform the service/provide the goods? Y N
- 7 Will the Entity be able to complete reports about the project without the UM unit providing significant contributions regarding the activities it performed? Y N

If charges will be paid by restricted funds, review <http://www.umt.edu/research/ORSP/guidelines/recharge.php> guidelines for recharge centers:

Sponsored Programs. UM will provide programmatic input and may function as an investigator/director of the project; UM involvement/activities have significant impact on the project with distinct deliverables that are unique to the project with minimal supervision/oversight from the Entity.

- 8 Is federal funding involved? Y N
 - 9 Was the UM Unit required to submit a proposal to Entity? Y N
 - 10 Did correspondence with the Entity identify the UM employees as providing a tangible deliverable or programmatic input? Y N
 - 11 Did Entity require UM Institutional Official / Authorized Organizational Representative (AOR) approval to proceed? Y N
 - 12 Will UM use Entity funds to design or direct the project rather than using the funds to provide generic goods or routine services? Y N
 - 13 Does Entity expect UM to provide leveraged funds or cost share? Y N
 - 14 Will the the work performed by the UM unit be unique to the project, and designated specifically to enhance the goals and outcomes of the project? Y N
 - 15 Does Entity reference a CFDA number, leveraged funds, cost share, or FAR clauses? Y N

 - 16 Will Entity require detailed financial reporting during or at the conclusion of the project? Y N
 - 17 Will the UM employees have any publication rights to their portion of the activities of this project? Y N
 - 18 Will UM have any rights to resulting patentable or copyrightable technology developed during the activities of this project? Y N
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Attach a detailed scope of work (if available) to provide more information. Contact ORSP or Business Services with questions.

Additional Comments:
