



## Southern University Post-Award Contracting Policy



The Office of Research and Strategic Initiatives (ORSI) uses several types of contract documents in agreements for sponsored research. These range from the standard industrial agreement, which, with the exception of rights to intellectual property, basically offers to industry the same contractual arrangements as ORSI receives from the federal government, to agreements that allow an industrial sponsor to purchase rights to intellectual property developed during the research to service-oriented contracts in which the university provides a government entity or an industry contractor materials or services.

In the implementation of a "Time and Materials" contract, the ORSI will require fixed labor rates that include all overhead and other costs. These contracts will be reviewed and processed through the proposed Office of Governmental and Contracting Services (OGCS). Such contracts must be reviewed by the OGCS and the Office of Sponsored Programs prior to submission for bid.

Once a contract has been approved and awarded by the funding entity, the procedures listed below **MUST** be followed:

- The Contracting Agreement (CA), whether implemented via a Basic Ordering Agreement, Teaming Agreement, Cooperative Agreement, or other vehicle specified by the funding entity, will be review by the OGCS and the OSP for compliance with fixed labor rates and OMB guidelines and signed by the Vice Chancellor for Research and Strategic Initiatives.
- Task Orders and ALL modifications written on a Contracting Agreement **MUST** reference the initial document (CA) and will be reviewed by the OGCS and the OSP for compliance with fixed labor rates and OMB guidelines and will **ONLY** require the signature of the authorized university representative (Vice Chancellor for Research) for approval.
- Subcontracts (SUB) for materials and/or services (whether implemented via a Basic Ordering Agreement, Teaming Agreement, Cooperative Agreement, or other vehicle specified by the funding entity) will be reviewed by the OGCS and the OSP for compliance with fixed labor rates and OMB guidelines and signed by the Vice Chancellor for Research and Strategic Initiatives.
- Task Orders and ALL modifications written against an original Subcontract **MUST** reference the initial document (SUB) and will be reviewed by the OGCS and the OSP for compliance with fixed labor rates and OMB guidelines and will **ONLY** require the signature of the authorized university representative (Vice Chancellor for Research) for approval.