



# EAST STROUDSBURG UNIVERSITY

Office of Sponsored Projects and Research

## Negotiating a Service Contract? Here is the process you should follow.

1. Using the service contract template offered by ESU (please ask for it!), share with your partner so they can check with their legal counsel whether it is acceptable. If they need changes, use track changes and share with the OSPR.
2. The OSPR will check with ESU legal counsel and a process of negotiating terms will ensue.
3. Once the contract is agreed upon by both sides, finalize the necessary data to the service contract, i.e. who, what, when, where.
4. Create a budget to correspond with the amounts in the service contract. As service contracts are primarily labor, budgets should account for differing amounts for different personnel, fringe benefits, and also account for indirect costs. A budget template can be found on the OSPR website within "develop proposal".  
[https://www.esu.edu/ospr/project\\_lifecycle/develop\\_proposal.cfm](https://www.esu.edu/ospr/project_lifecycle/develop_proposal.cfm). Be sure to check with the OSPR before you submit for internal approval.
5. The agreed upon service contract and a budget must be submitted for approval. Put the contract and budget through internal clearance via ESU eGRANTS. OSPR will create the opportunity for you in ESU eGRANTS.
6. Once approved, have the contract signed first by the partner and then send to the OSPR.
7. The OSPR will obtain any final signatures at ESU.
8. Once signatures are obtained, the contract is fully executed and can be shared with partner.

Any questions, contact the OSPR

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