**Internal Vanderbilt Instructions:**

The Core Academic Research Services Agreement ("Agreement") and the Statement of Work (SOW) are streamlined templates to be used by a core lab unit ("Core Unit") for documenting a routine low-risk transaction for the provision of core services by Vanderbilt to an external non-Vanderbilt purchaser ("Purchaser"), such as another academic institution, non-profit organization or commercial entity. These streamlined documents are intended to be used for routine fee-for-service work that does not present significant risk to Vanderbilt in terms of intellectual property (IP), hazardous materials, and export control compliance. **Key steps in the process are as follows:**

1. The Core Unit Director/Manager should initiate the process by completing the SOW in coordination with the Purchaser’s Authorized Investigator to adequately document the Statement of Services, the Deliverables, the Test Materials, and estimated Fees, as well as the suggested form of Acknowledgement. The Core Unit Director/Manager must also obtain a Purchase Order Number (P.O. #) to be inserted into the SOW and the Agreement. The SOW should be signed by the Core Unit Director/Manager and the Purchaser’s authorized Investigator.

2. The Core Unit Director/Manager should complete the fillable fields in the Agreement and submit the completed Agreement to Purchaser for signature by an authorized official of Purchaser. The Agreement and SOW must be paired together by inserting a common VU-PEER #.

3. The Agreement and SOW should be submitted through PEER to Sponsored Programs Administration ("SPA"). If the Purchaser proposes revisions to the standard terms and conditions in the Agreement, the Core Unit Director/Manager should submit the proposed changes on the Agreement to SPA through PEER for review, negotiation and final approval of the terms and conditions. If the Core Unit Director/Manager determines that the requested services or test materials are not appropriate for processing as routine with the streamlined documentation, then the Director/Manager should submit the draft documentation and other relevant information to SPA through PEER for additional review and negotiation.

4. Signatures for the following individuals should be obtained on the final form of the Agreement and SOW before submittal or re-submittal to SPA for final approval and signature:

   - Purchaser’s Authorized Investigator (To sign SOW)
   - Vanderbilt Core Unit Director/Manager (To sign SOW)
   - Purchaser – Institutional Authorized Official (To sign Agreement)
   - Vanderbilt SPA (To sign Agreement)

5. SPA will keep the fully executed Agreement on file in PEER.

6. The Core Unit Director/Manager is responsible for following up on performance of the Agreement to complete the Scope of Work and to promptly collect all payments due.

Questions regarding the instructions, Agreement or SOW may be directed to SPA. Please contact: Spruell Driver (spruell.driver@vanderbilt.edu or 2-3977) or Jeff Newman (jeffrey.k.newman@vanderbilt.edu or 2-2476).

[Remove this page and only use SOW form that follows in communications with Purchaser]
STATEMENT OF WORK ("SOW")
For Core ARS Agreement
(VU-PEER #: _______ and (Purchaser’s P.O. #: ______)
(VU-PEER # must match that on Agreement)

I. Statement of Services (summary of project, goals and expected data).
______________________________________________________________________________
______________________________________________________________________________

II. Deliverables (detailed description of what Core Unit is to deliver to Purchaser).
______________________________________________________________________________
______________________________________________________________________________

III. Test Materials (detailed description of test materials; if applicable, itemize sample classifications and indicate hazard categories below, for samples that have not been physically or chemically sterilized).
______________________________________________________________________________
______________________________________________________________________________
- Human derived tissues, specimens, or cells
- Non-human primate-derived materials
- Animal-derived tissues, specimens, or cells
- Samples from a source known to be infected with a pathogen
- Recombinant DNA molecules
- Biological toxins or venoms
- Other hazardous classifications, of which the Core Unit should be made aware
- Export Control requirements of which Core Unit should be made aware

If any boxes above are marked, please provide detailed information below:
______________________________________________________________________________
______________________________________________________________________________

IV. Cost Estimate (May be replaced by estimate in the CORES billing system.)

Note: The following is an estimate of the cost for the work described above. Due to variability of certain conditions in the research environment, please allow for a 15% variance from the estimate. If the work should require further changes, you will be contacted before proceeding.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
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<tbody>
<tr>
<td>Services</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Equipment Usage Fee</td>
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<td>0.00</td>
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<tr>
<td>Supplies</td>
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<td>0.00</td>
<td></td>
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<tr>
<td>Preparation of Final Report</td>
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</tr>
<tr>
<td>Freight</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL COST</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

V. Suggested Acknowledgement Text: [Text to be inserted by Vanderbilt Core Unit Director]
______________________________________________________________________________
______________________________________________________________________________

AGREED TO:

<table>
<thead>
<tr>
<th>Purchaser's Authorized Investigator</th>
<th>Date</th>
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<thead>
<tr>
<th>Vanderbilt Core Unit Director/Manager</th>
<th>Date</th>
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Print Name

Print Name