



ALES RESEARCH TIP SHEET #3 November 2022



1. Providing service work through the Lab/General Services Account

Your General Services Account (General Research Project) can be used to bill internal (UofA) and external clients for service work done in your lab.

- The account should only be used for unencumbered funding (no requirement to provide financial reporting or return unspent funds).
- A **service agreement** must be in place before performing service work for external clients. These agreements are prepared, reviewed and signed by RSO (becoming Research Administrative Services (RAS)).
- University of Alberta **overhead** (30%) applies.
- An open-ended service agreement can be set up for recurring work (service done with the same sponsor). This way, the sponsor can be billed several times under one agreement. The agreement will include a list of the services and prices that may be offered.

Steps to request a service agreement:

1. Log-in to your Research Home Page and select your General Research Project.
2. Select '**Amendment**' from the drop-down menu. Attach the following to the request:
 - a. Scope of work and budget for the service work.
 - b. Approval from the service requester.

Terms of Reference for General Research Projects can be found here:
<https://www.ualberta.ca/research-services-office/receive-manage-funding/manage-funding/account-terms-of-reference/general-research-project.html>

Instructions on setting up a Lab/General Services Account and a template to be used as an attachment can be found on the ALES Research webpage:

<https://intranet.ales.ualberta.ca/research/requesting-a-lab-general-services-account/>

Contact the ALES Research Team or Partner for further information and support.

ALES Research Team:

For more information and resources check the ALES Research webpage (intranet):

<https://intranet.ales.ualberta.ca/research/>