



FIXED PRICE CONTRACTS POLICY

The majority of external funding agreements received by CSUSM Corporation are cost-reimbursable. However, periodically a sponsor will agree to pay a set fee for completion of a contract scope of work or deliverables (fixed-price contracts).

POLICY:

I. Proposals and Budgets:

- a. The budget for fixed-price contracts should be developed using existing procedures established by CSUSM Corporation and Grants and Contracts Development in the Office of Graduate Studies and Research.
- b. The budget and proposal must be approved using the Sponsored Projects Approval Form (SPAF), including all required signature approvals.
- c. In developing the budget for a fixed price contract, the Principal Investigator/Project Director (PI/PD) should use reasonable estimates for the costs necessary to perform the contract services.
- d. The budget should include recovery of the full facilities and administrative costs (F&A) applicable to the type of award, based on CSUSM Corporation's federally negotiated F&A rates. Any requests for a waiver or reduction of the full rates must be approved by the Dean of Graduate Studies and Research and the PI/PD's Department Chair and Dean by completing a Facilities and Administrative (F/A)/Indirect Cost (IDC) Exception Request Form.

II. Administration

- a. Fixed price contracts will be administered through the CSUSM Corporation Office of Sponsored Projects (OSP) using the same processes as applied to cost-reimbursable grants and contracts.
- b. The contract will specify the payment details, either based upon a fixed payment or invoice schedule or upon completion of specific project tasks and/or deliverables.
- c. Budget categories established based on the submitted scope of work will not be restricted unless otherwise specified by the sponsor.
- d. The PI/PD will notify OSP of the project's completion and that requirements for the contract have been met.

III. Remaining Funds

In the event that the PI/PD was able to complete the contracted services for less than the agreed upon rate, the remaining residual balance may be requested to be transferred into an IDC campus program account in accordance with CSUSM Corporation Residual Funds from Sponsored Projects Policy and Procedure.

Links to Policies and Regulations

[CSUSM Corporation Policies and Procedures](#)

[CSUSM Corporation OSP Policies and Procedures](#)

[CSUSM Corporation Residual Funds from Sponsored Projects Policy and Procedure](#)

[CSUSM Pre-Award Review and Approval Procedure](#)