

GUIDELINES FOR USE: PEER REVIEW/ADVISORY SERVICES AGREEMENT

The Peer Review/Advisory Services Agreement (PRASA) template must be used consistent with these Guidelines. Any other use outside the scope of these guidelines must be approved by Sourcing/Procurement or the Office of Research & Innovation if used for externally funded/sponsored research related projects.

APPROPRIATE USES

The PRASA is for situations where a fee is being paid for the engagement. The PRASA is designed to address a very specific type of engagement for services that relate to the academic (and related research) enterprise of Drexel University.

The following category of services are covered by the PRASA template:

- Engaging a faculty member (a “peer”) from another institution, or an individual from another company, to review and provide input on a written document, such as a draft article for publication, a grant proposal or grant/research protocol, or a training presentation. Examples are difficult to pin down, but any academic written work of a faculty member that relates to their work for and on behalf of Drexel University.
- Services related to assessing academic programs, such as for accreditation purposes.
- Services related to faculty development.
- Services related to developing faculty members’ research capabilities.

Any potential services other than those described above require approval from Procurement (for services purchasing) or the Office of Research & Innovation (for research-funded or grant- external-funded sponsored projects).

NOTE FOR SPECIFIC SITUATIONS

Tax Office Review Process:

- Exemption from the Tax Office’s Certification for Determination of Independent Contractor Status (“Tax IC Certification”) process for any individual or sole proprietor if **all** the following criteria are satisfied:
 - The services/engagement is specifically listed above; and
 - The services/engagement does not exceed 5 engagements - single occurrences (one-day occasions)- of the same services/engagement over a 12-month period; and
 - The fee for the services/engagement does not exceed \$1,000 per transaction; or \$5,000 total in a 12-month period.

NOTE: if the engagement does not satisfy the foregoing criteria, the department must comply with the Tax IC Certification process before initiating the contracting process and before the services/engagement begins. The Tax IC Certification process can be accessed from the following link: <https://drexel.edu/tax/independent-contractors>

- Even if Services exceed the \$1,000 each/\$5,000 total threshold for complying with the Tax IC Certification process, this PRASA template may still be used if appropriate, particularly for the specific services listed above.

Protecting Intellectual Property:

- If the engagement involves disclosure of intellectual property, confidential or highly sensitive information or novel ideas, the department must contact researchcontracts@drexel.edu for guidance on use of this Agreement or determine whether another document is appropriate to use for the activity.