

# University of North Carolina School of the Arts – Professional Services Agreement

## Directions for Completion

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To begin, choose the appropriate type of Professional Services Agreement (PSA) – UNCSCA or Foundation. The agreement will need to be executed by the appropriate individuals listed on the agreement.

Once the appropriate form is chosen, complete the header by entering the Contractor's name, address and date of the agreement (since this is a fillable form, you can tab through all of the information for easy data entry).

Under **Services**, the Scope of Work (if small enough) can be entered in the block designated for the services. If the Scope of Work is longer and more detailed, the box for Addendum A should be checked and the services listed in Addendum A. Do not use both – select the block **or** Addendum A.

Under **Term**, the dates of the agreement should be listed. A calendar drop down will appear to populate these two fields.

Under **Payment**, enter the amount (in words and numbers). Once the amount is entered, choose the appropriate payment schedule and check the box. If a partial payment schedule will be used – it should be noted in the block for the payment schedule.

If the University / Foundation will be reimbursing **travel or out-of-pocket expenses**, check the box.

If the University will be providing **on-campus housing** for the Contractor during the contract period, check the box.

Under **Copyright Ownership**, check the appropriate box. There are only three options for Copyright:

- No copyright associated with the agreement
- UNCSCA owns any copyright associated with the agreement
- Artists / Contractor retains any copyright associated with the agreement
  - If you choose this box, you will need to list the material / title of work, choose whether the contractor grants / does not grant UNCSCA exclusive UNCTV Broadcast license, and if they do is it for a period of five (5) years or in perpetuity.

Under **Notice**, enter the Contractor's address.

On the **Execution Page**, enter the Contractor's name, the name of the person originating the PSA and the school / department.

If **Addendum A** needs to be completed – as outlined in Services – it will need to be populated and included with the PSA. If no information is outlined on Addendum A, it does not need to accompany the PSA.

Once all of the information is populated, the PSA should be forwarded to the Contractor for signing. Once signed and returned to the University, it should be forwarded to Purchasing (include a Contract Routing Form) or Foundation to review and obtain signatures. Once fully executed, a copy will be returned to the initiating department.