Setting up a new University Service Provider (USP)

Per **Policy 1410** *University Service Providers,* a USP is defined as "a Unit that provides goods and/or services in support of Yale's academic and research mission. USPs recover their costs through charging their users (internal and external)."

Units wanting to charge internal or external users must first register as a USP. Selling to external users must also be approved through **Procedure 2100 PR.02** *External Sales Approval Process* (ESAP) prior to offering services externally.

To set up a new USP, review **Procedure 1410 PR.01**, obtain approval from the Lead Administrator, and complete the following forms and submit them to **isp@yale.edu**.

1. USP Registration Form (**LINK**)
    - Select the USP Type from the drop-down box. USP types are defined within **Policy 1410**. If you need help determining your USP type or have any other questions about filling out the form, please email **isp@yale.edu.**
    - Note that the Alternate method billing cycle is no longer an option for new USPs.

2. USP Accounting & Journal Source Control Template (**LINK**)
    - Fill out Section I of the form, including the COA segments for the billing of all services/goods provided by this USP. If more space is needed, add another page to include all of your COA combinations.

3. New Project COA request (**LINK**)
    - This optional form should be used if you'd like to set up a unique project code for each service. For smaller USPs, it is recommended to use a unique project code for each service to assist in tracking them separately. Larger USPs may benefit from a unique Cost Center. Reach out to **isp@yale.edu** if you'd like to discuss.

4. Rate Schedule and Lead Administrator Certification (**LINK**)
    - USPs that are classified as a Specialized Service Facility (SSF) or Recharge Center (RC) AND charge sponsored awards must complete the Rate Schedule and Lead Administrator Certification as part of registering a new USP.
    - USPs that are classified as an SSF or RC but DO NOT charge sponsored awards are exempt from this requirement and the Lead Administrator must certify as part of the USP registration that they will not charge sponsored awards during the current year of operations.
    - Cost Allocation Unit, Auxiliary, and Other Service Providing Unit USPs do not have additional rate requirements.
    - **Procedure 1420 PR.02** describes the concepts behind rate calculations and the processes to follow for those USPs required to complete Rate Schedules.
    - Trainings on filling out the Rate Schedule and the included Federal Fund Balance are available on the **USP Resources** website.

5. Fair Market Value (FMV) Analysis (**LINK**)
    - For those USPs required to complete the above Rate Schedule <u>AND</u> want to sell externally, a FMV analysis is required to support the external customer rates.
    - Approval through ESAP is required before offering services externally for the first time, in accordance with **Procedure 2100 PR.02** *External Sales Approval Process.*
    - The **External Sales Resource** page has several resources to assist in preparing a FMV analysis.

Once completed, please submit the forms to **isp@yale.edu**. The USP team will coordinate setting up your USP and having a journal source number assigned.

Becoming a USP involves ongoing responsibilities. Refer to **Procedures 1410 PR.01** *University Service Providers: Registration and Annual Renewal* for details regarding the annual renewal process, and **Procedure 1410.PR03** *University Services Providers: Accounting and Billing*, over which Quality Assurance checks will be performed. Additional information on correct accounting for USPs is included in the Accounting Manual at this **LINK**.

Please reach out to **isp@yale.edu** with any questions.