



OSPIP Contracts Officer Guidance DOE BSO Approval of Non-Standard Terms & Conditions

Office of Sponsored Projects & Industry Partnerships
One Cyclotron Road, MS46R0125 Berkeley, CA 94720 USA

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Introduction

The Office of Sponsored Projects and Industry Partnerships has BSO approved standard terms and conditions for Work for Others, User Agreements and CRADAs. The following process is to be followed to get BSO approval for substantive changes to the standard terms and conditions. Examples of non substantive changes are ones that only involve invoicing or do not change the legal intent of the clause. When in doubt, consult the OSPIP manager or Contacts Manager in B 90.

Process

1. Email both Gary Drew at gary.drew@bso.science.doe.gov and Spencer Peterson at Spencer.Peterson@bso.science.doe.gov with the changes, requesting approval.
2. Generally Gary will respond with his approval and/or suggestions, and he will copy the BSO CO.
3. The CO will concur (or take exception) to Gary's comments. If the issue is not IP related Spencer may engage another attorney or decide on his own.
4. Do **NOT** accept an award involving substantive non-standard terms and conditions without BSO CO approval. If the CO does not provide an approval, email him/her directly.
5. Gary's approval does not constitute the required BSO CO approval.