

## Princeton ERA Non-Financial Agreement Checklist

Departmental Administrators/Grants Managers

### Types of Non-Financial Agreements

#### Non-disclosure Agreements (NDAs)

Agreement Type “NDA” in ERA. These may also be referred to as Confidential Disclosure Agreements (CDAs), or Proprietary Information Agreements (PIAs). These agreements are between a minimum of two parties and outline information to be shared for a specific purpose. They restrict access, use, and dissemination for any other purpose.

#### Data Use Agreements (DUAs)\*

Agreement Type – Other or “OTH” in ERA. These agreements are used for transferring data that is not in the public domain or subject to some restrictions. They are used to transfer data to (“incoming”)/from (“outgoing”) Princeton, or both.

- > Ask whether Princeton PI is paying for the data. If **Yes**, see Notes for Data Use Agreements below.

#### Memorandums of Understanding (MOUs)

Agreement Type – Other or “OTH” in ERA. These agreements acknowledge an ongoing and strategic relationship between institutions that is intended to be long term, and/or to support a funding proposal or existing award.

#### Collaboration Agreements (CAs)

Agreement Type – “CA” in ERA. These agreements include specified terms and conditions for unfunded research projects between Princeton and at least one other party.

#### Service Agreements (SA)

Agreement Type – “SA” in ERA. This type should be selected when Princeton is providing research-related services that does not represent a facility use agreement (FUA). Used almost exclusively by PMI.

#### Facility Use Agreement (FUA)

Agreement Type – “FUA” in ERA. This should be selected when a researcher from one institution wishes to use a piece of equipment or a laboratory at another institution or National Lab.

For a more detailed explanation see “Agreement Types” in the *Princeton ERA Agreements Guide*.

### **DOCUMENTS: (should be completed and uploaded for all non-financial agreement records in Princeton ERA)**

- |   |
|---|
| <input type="checkbox"/> <b>Draft agreement</b> (MS Word preferred), <i>if provided by the other party</i> . Do not include PI signatures when uploading the <u>initial draft</u> of an agreement. The agreement document is likely to change prior to full execution, and the PI would be asked to sign again.   |
| <input type="checkbox"/> Scope of Work (SOW)/Project Description with the following characteristics: <ul style="list-style-type: none"> <li>&gt; 1-2 paragraphs in length</li> <li>&gt; Include layman’s terms</li> <li>&gt; If the work is not taking place at Princeton, describe the location where the work will be performed (including institution and country)</li> </ul> <b>SOW not required for NDAs</b> |
| <input type="checkbox"/> Upload the completed and signed Princeton ERA <u>Agreements Assurance Form</u> (available on ORPA’s website) for all named senior/key persons, including the compliance questions via ancillary review.  |
| <input type="checkbox"/> Upload any relevant documents including communications, stand-alone terms and conditions, applications, etc.   |
| <input type="checkbox"/> Upload protocol approval letters (ie IRB or IACUC) or IRB’s determination of Non-Human Subjects Research (as applicable). <ul style="list-style-type: none"> <li>&gt; An IRB approval letter or IRB determination of non-human subjects research <u>must</u> be uploaded prior to final execution of the agreement.</li> </ul>   |

<b>ADMINISTRATIVE CONSIDERATIONS:</b>
<input type="checkbox"/> <b>Link the agreement record to the FP</b> if the agreement is related to an FP, via the <u>Manage Relationships</u> activity. See Princeton ERA: <a href="#">Agreements Guide</a> .
There is a no need to attach a new PI Assurance to <u>amendment records</u> , unless the scope of work has changed from the originally approved agreement, or additional personnel have been added.
Add PI last name and department abbreviation to the title of the agreement in brackets to help ORPA identify the agreement faster. (Shared Services should add [Shared] to the title.)

### **\*Notes for Data Use Agreements**

- A detailed **Statement of Work (SOW)** is required to be uploaded to the ERA Agreement record, ensuring all of the below information is included along with a data management plan.
  - What is the data – detailed description.
  - Is this related to an existing award and how? (Agreement record should be linked to FP as noted above under Administrative Considerations)
  - Who are we receiving the data from? Is this a new data provider? Have we received data from them previously?
  - How will data be received? (Disk, download, etc.)
  - Does the data provider place restrictions on the use of the data? (Who/how many may use it, is it confidential (require secure server), how and where it must be stored.
  - Include a copy of any applicable Order Form/Agreement.
- **Purchasing** of data is generally handled by the [Office of Procurement](#) – **this will not be routed in ERA Agreements**.
  - Contacts:
    - **Jean Durbin**, Contracts Manager, Procurement Services [jdurbin@princeton.edu](mailto:jdurbin@princeton.edu) | (609) 258-2198
    - **Julie Pope**, Contracts Manager, Procurement Services [jp9039@princeton.edu](mailto:jp9039@princeton.edu) | (609) 258-1535
  - Jean or Julie will assist with determining appropriate steps.
  - Please provide them with a detailed **Statement of Work (SOW)** outlining the same information above as needed for non-financial data use agreements, in addition to:
    - How much does it cost? Is funding here; if so, provide the chartstring. Are these Federal funds?
    - Clearly identify the Principal Investigator in the communication to Procurement.
    - One time purchase or annual subscription for the PI?