Princeton ERA Non-Financial Agreement Checklist

Departmental Administrators

### Non-disclosure Agreements (NDAs)
Classified as “NDA” in ERA. These may also be referred to as Confidential Disclosure Agreements (CDAs), or Confidentiality Agreements (CAs). These agreements are between a minimum of two parties. They outline information to be shared and how it will be restricted and protected from wider use and dissemination.

### Data Use Agreements (DUAs) *
Classified as 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”) or from (“outgoing”) Princeton. ORPA generally works on incoming DUAs.
- Ask whether Princeton PI is paying for the data. If Yes, see Notes for Data Use Agreements below.

### Memorandum of Understanding (MOU)
Classified as 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.

### Research Agreement (RA)
Classified as “RA” in ERA. These agreements include specified terms, conditions and/or milestones that may need to be negotiated.

### Service Agreements (SA)
Classified as “SA” in ERA. This type should be selected when contracting with external parties for the use of Princeton facilities.

### Facility Use Agreement (FUA)
Classified as “FUA” in ERA. This should be selected when a researcher from Princeton 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, available on ORPA’s Princeton ERA website.

These items should be completed and uploaded for all non-financial agreement records in Princeton ERA.

#### DOCUMENTS:
- Draft agreement (MS Word preferred), if provided by the other party.
- Scope of Work (SOW) / Project Description with the following characteristics:
  - 1-2 paragraphs in length*
  - Include layman’s terms
  - If the work is not taking place at Princeton, describe the location where the work will be performed (including institution and country)
- Upload the completed and signed Princeton ERA Agreements Assurance Form (available on ORPA’s website) for all named senior/key persons, including the compliance questions via ancillary review, if the SOW is not linked to an FP or another Non-Financial Agreement.

Any communications relevant to the project should be uploaded as additional attachments.

If applicable, upload protocol approval letters (ie IRB or IACUC) or IRB’s determination of Non-Human Subjects Research.

Other relevant documents, including stand-alone terms and conditions, applications, etc.
ADMINISTRATIVE CONSIDERATIONS:

If the agreement is related to an FP, link the agreement record to the FP via the Manage Relationships activity. See Princeton ERA: Agreements Guide.

If the research is considered Human Subjects research, note the IRB status in the record.
- An IRB approval letter or IRB determination of non-human subjects research must be uploaded prior to final execution of the agreement.

Notes for Amendment Records:
There is no need to attach a new PI Assurance to amendment records, unless the scope of work has changed from the originally approved agreement, or additional personnel have been added.

*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 vendor? Have we received data from them previously?
  - How will data be received? (Disk, download, etc.)
  - Does the vendor 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 | (609) 258-2198
  - Julie Pope, Contracts Manager, Procurement Services j周岁9039@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?

Additional tips & tricks:
- Do not include PI signatures when uploading the initial draft of an agreement. The agreement document is likely to change prior to full execution, and the PI would be asked to sign again.
- 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.)
- Notify your assigned GCA after submitting your agreement so the agreement owner is properly assigned, otherwise the agreement remains in ‘unassigned’ status. No automatic notification is sent upon submission.