



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 – “DUA” 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)

- Draft agreement** (MS Word preferred), *if provided by the other party*. 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.
- 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)

SOW not required for NDAs
- 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.
- Upload any relevant documents including communications, stand-alone terms and conditions, applications, etc.
- Upload protocol approval letters (ie IRB or IACUC) or IRB’s determination of Non-Human Subjects Research (as applicable).
 - An IRB approval letter or IRB determination of non-human subjects research must be uploaded prior to final execution of the agreement.

ADMINISTRATIVE CONSIDERATIONS:
<input type="checkbox"/> Link the agreement record to the FP if the agreement is related to an FP, via the <u>Manage Relationships</u> activity. See Princeton ERA: Agreements Guide .
<input type="checkbox"/> Link the agreement record to any other related agreement records, via the <u>Manage Relationships</u> activity. See Princeton ERA: Agreements Guide .
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. Example: DUA – BLS – Smith [ECO] (Grants Management Support Services should tag the record as Shared Services.)

*Notes for Data Use Agreements

- The Data Use Agreement (DUA) type requires questions that must be answered to submit the agreement for review. The answers may be collected in [this form](#) on ORPA’s website and then transferred to the web form questions in the ERA record if not directly answered by the PI within the ERA agreement record.
- **Purchasing** of data is generally handled by the [Office of Procurement](#) – **this will not be routed in ERA Agreements**. However, there may be situations where ORPA handles agreements where there are fees associated with the data acquisition. If you have questions about the appropriate office, please contact your ORPA GCA and they will coordinate with Procurement. Large data purchases from vendors whose primary business is selling data should still go through Procurement, although Procurement will coordinate with ORPA per the updated Transaction Authority.
 - Contacts:
 - **Jean Durbin**, Contracts Manager, Procurement Services jdurbin@princeton.edu | (609) 258-2198
 - **Julie Pope**, Contracts Manager, Procurement Services 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?