

INDUSTRY AGREEMENTS

Process for Sponsored Industry Agreements (includes Fee for Service and Sponsored Research) for School of Medicine:

Please note, SOM faculty and/or staff should NOT be negotiating with an external sponsor on agreement terms and conditions. The SOM Office of Grants and Contracts will facilitate those negotiations.

A finalized (PI/Dept./Sponsor) Statement of Work (SOW) and budget (which will later be attached to the agreement) are needed prior to negotiating an agreement. Please note the current F&A Rate is 60 % (any delineations from this rate require an approved IDC Reduction/Waiver Request available on SOM's Office of Research Administration website). Please work with your Department Administrator (DA) and the Sponsor to develop a statement of work (SOW) and budget. Only from this SOW can we know whether a service or research agreement is appropriate.

Research includes more analysis and is hypothesis-driven. It includes an expectation by the PI that there will be Publishing and potential Intellectual Property. So our Sponsored Research Agreement needs to protect CWRU's rights in these areas.

Service agreements are used for more task-oriented work. Although publishing might occur, IP and inventions are not anticipated. Contact info for the Sponsor (contact name, email, phone number and sponsor address) is needed.

Once a finalized SOW and budget are determined, the next step is completion of the SPARTA Funding Proposal (FP). Please be sure to identify the research vehicle correctly when completing questions 6.0 Award Mechanism and 7.0 Project Type in the FP. Please note if it is an industry agreement, then typically "Contract" is selected. The Project Type would be "Research" or "Special" (i.e. Service). Also the terms "grant" and "contract" are not interchangeable; a contract includes terms and conditions that must be followed for compliance, otherwise a breach occurs.

Once you have the above, the next step is to please do the following:

- Identify whether a contract or grant
- Upload a finalized SOW
- Upload a finalized budget (i.e. one that is ready to send to the sponsor) with 60% IDC or a SOM-ORA approved IDC waiver
- Sponsor contact info
- Upload an agreement (If provided by Sponsor). If none provided SOM OG&C will utilize a standard template to reach out to the Sponsor and start negotiations

Please remember, the completion and routing of the FP notifies us that the above items are complete and ready for our involvement.