

Type of Agreement	Description of Agreement	Main Point-of-Contact	Contract Support Personnel	Initiation Process	Compliance Responsibility	Template
Research Agreements						
Incoming Subcontract	An award where CWRU is the Subrecipient of an award from an outside entity	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC will be consulted as needed.	PI/DA uploads draft agreement from PTE to SpartaGrants for internal reviews and approvals. Notify PASA via SpartaGrants that the subcontract is ready for review	PASA	YES
Outgoing Subcontract	An award where CWRU is the prime recipients (Pass-Thru-Entity (PTE)) and wants to initiate a subcontract with an outside entity	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	NA	PASA will initiate the subcontract process in agreements once the internal NOA is released. GM/DA/PI to provide budget and other compliance materials as appropriate.	PASA	
Non-Competitive Sponsored Research Agreement	Industry, Foundation, or Other funding agency for research research @ CWRU where the PI did not submit an application through a RFP process	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC will be consulted as needed.	GM/DA/PI uploads SOW & Budget to Sparta for internal reviews and approvals. Once approved, routed to PASA for Agreement creation and negotiation	PASA	YES
Sponsored Research Agreement submitted through a RFP Process	Industry, Foundation, or Other funding agency for research research @ CWRU	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC will be consulted as needed.	Proposal should be in SpartaGrants. Specialist will work with GM/DA/PI to set up the award	PASA	Maybe
Master Research Agreements	Industry or other funder requesting a Master agreement to effectuate multiple contemplated future or current SOWs	Office of Corporate Engagement Kolt Codner Office of General Counsel Meghan Schane-Rambert (mxs1788@case.edu)7/24/2025	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	Submission of request for Master Research Agreements in SpartaAgreements. PASA will route to OGC (Meghan) for review or OGC notified via email by CEC or other Dept that a Co is requesting an MRA. OGC, TTO, and ORTM to meet with Company to ascertain needs and scope. OGC to draft and negotiate	PASA	YES
Clinical Trial Agreements	Agreement governing the standard terms and conditions, which are pre-negotiated between the parties, to allow focus to be placed on specific individual study work orders, protocols, and budgets.	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC Meghan Schane-Rambert (mxs1788@case.edu) OR Lex Ehrenschrwender (lre32@case.edu)	After initial review of agreement PASA will coordinate with OGC on the review of clinical trial terms and condition	PASA	NO

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SBIR (Research & Development Small Business Innovation Research)	Agreement between CWRU and a Small Business Concern to engage in Federal Research/Research and Development (R/R&D) with the potential for commercialization.	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC will be consulted as needed.	GM/DA/PI to provide budget and other compliance materials as appropriate PASA will initiate the review of the agreement and gather informaton as needed. PASA to utilize CWRU approved template or sponsor agreement. PASA to contact TTO/OGC as appropriate. GM/DA/PI to provide budget and other compliance materials as appropriate.	PASA	YES
STTR (Small Business Technology Transfer Agreement)	Agreement between CWRU and a Small Business Concern requiring the SBC to partner/collaborate with a U.S. non-profit research institution.	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC will be consulted as needed.	GM/DA/PI to provide budget and other compliance materials as appropriate PASA will initiate the review of the agreement and gather informaton as needed. PASA to utilize CWRU approved template or sponsor agreement. PASA to contact TTO/OGC as appropriate. GM/DA/PI to provide budget and other compliance materials as appropriate.	PASA	YES
Inter-Institutional Agreement w/ CCLCM (IIA)	Inter-Institutional Agreement governing NIH funded research awarded to CWRU and conducted at either Case Proper of CCLCM.	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	NA	IIA verification form is routed as part of pre-award. IIA form is uploaded to the FP for account set up. IIAs where CWRU is the PTE to CCLCM are handled via the outgoing sub process described above.	PASA	YES
Unfunded Research Collaboration Agreements	Agreement where there is no funding but CWRU PI wants to work with a PI at another Industry or Academic Institution	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	General Counsel Office Lex Ehrenschwender (lre32@case.edu) as needed	Reach out to Lex directly via email. No FP needed since no speedtype needed	PASA (nonSOM); OG&C (SOM)	NO
Cooperative Research & Development Agreement (CRADA)	Agreement between the Federal Lab and 1 or 1+ non-federal parties where the Government, through its Lab, is providing CWRU with personnel, services, facilities, equipment, IP, or other resources	Karen Dunn (kad73@case.edu) OR Jon Donze (jrd8@case.edu)	PASA/PASA	PI/DA any related materials to Sparta Agreements. Once approvals are received, it will be routed to the appropriate pre-award office.	PASA/ PASA (SOM)	NO

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Service Agreements						
Sponsored Service Agreement	Industry, Other funding agency, or other entity is paying CWRU to provide a service	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC will be consulted as needed.	PI/DA uploads SOW & Budget to Sparta for internal reviews and approvals. PASA will draft agreement.	PASA	YES
Master Service Agreements -	Industry or other funding agency requesting multiple SOWs - all for services only - to be completed by CWRU	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC will be consulted as needed.	Submission of request for Master Service Agreements in SpartaAgreements. PASA will routed to OGC (Meghan) for review or OGC notified via email by CEC or other Dept that a Co is requesting an MRA. OGC, TTO, and ORTM to meet with Company to ascertain needs and scope. OGC to draft and negotiate	PASA	NO
Other Agreements In Support of Research						
Intergovernmental Personnel Act Agreement (IPA)	A contract between CWRU & a federal sponsor that allows a CWRU employee to go on assignment to a federal sponsor and provide research, administration, or other services to the federal government for a limited period of time.	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	PASA	Initiate FP in SpartaGrants include budget. On IPA form include a brief statement	PASA/ PASA (SOM)	NO
Membership, Partnership, or Consortium Agreements for Research Purposes	Agreement to enter into a Consortium or Membership group for Multi-party research purposes. Consortium Agreements govern the terms and conditions under which multiple parties work together under or in support of, 1 or more SOWs, with each party equally sharing in the outcomes of the research.	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	PASA Jennifer Berendt (jxb1173@case.edu)	Agreement uploaded to Sparta Agreements and routed to PASA for review.	PASA	NO
Teaming Agreement (in connection with an SBIR or STTR)	Agreement between the SBC, NonProfit Partner, & CWRU for purposes of Phase II/III proposal support	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	OGC will be consulted as needed.	PI/DA uploads SOW & Budget to Sparta Grants for internal reviews and approvals. Once approved, routed to PASA for Agreement creation and negotiation	PASA	NO
Data Use Agreements	Agreement transferring data (data only or data + biospecimens), whether there is funding or not	Monica Bradley (cwr-dua@case.edu)	OGC will be consulted as needed.	PI/DA completes the DUA REQUEST FORM	PASA	YES

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Biospecimen Transfer Agreements	Agreement to transfer samples (biospecimens) only, whether is funding or not	Monica Bradley (cwrudua@case.edu)	OGC will be consulted as needed.	PI/DA completes the DUA REQUEST FORM	PASA	YES
Material Transfer Agreements	Unfunded transfers of Materials (tangible research assets transferred for the other's parties research purposes)	Monica Bradley (cwrudua@case.edu)	OGC will be consulted as needed.	PI/DA completes the MTA REQUEST FORM	PASA	YES
Business Associate Agreement	Agreement where a PI or CWRU is performing functions or activities on behalf of a covered entity where PI/CWRU will have access to PHI. Only for use in SERVICE AGREEMENTS (Research Agreements should transfer data under a DUA).	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	PASA DUA/ OGC Consult	PI/DA uploads SOW (& Budget, if applicable) to Sparta Agreements for internal reviews and approvals. Once approved, routed to PASA, who will consult with OGC (Meghan or Lex) for Agreement review and negotiation	PASA	NO
Consulting Agreements	Agreement where a CWRU PI is providing consultation services only to an outside entity using CWRU resources	PASA will engage Office of General Counsel Lex Ehrenschrwender (lre32@case.edu) for review and execution of the agreement	PASA Specialists	Reach out to Lex directly via email. Lex to notify appropriate department so that Compliance review can be performed.	PASA/ SOM (PI dependent)	NO
MOU (Memorandum of Understanding) - For Research	Non-binding agreement between a PI and a US entity establishing the terms and understandings of the Parties.	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	PASA Jennifer Berendt (jxb1173@case.edu)	GM/DA/PI completes the request Sparta Agreements for internal reviews and approvals. Once approved, routed to PASA for Agreement creation and negotiation	PASA	NO
Non-Proprietary User Agreement	Agreement where CWRU wants to use a Government run laboratory to run experiments. These are unfunded.	Daniel Pendergast (djp8@case.edu)	TTO	These are routed via Sparta to Daniel or to Meghan (who will then route to Dan)	N/A	NO
Core Specific Agreements						
CORE Agreements	1-page CWRU agreement for use of a SOM-CORE	Joan Schenkel (jms114@case.edu)	OGC will be consulted as needed.	Reach out to Ina Martin directly via email.	PASA (SOM)	YES
Non-Standard CORE Agreements	Agreements with an outside entity to use our CORE, where the outside entity is not willing to use the 1-page Agreement	Joan Schenkel (jms114@case.edu)	OGC will be consulted as needed.	Reach out to Ina Martin directly via email.	PASA	NO

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Technology Transfer Agreements						
License Agreements	Transfers of exclusive or non-exclusive IP rights	Daniel Pendergast (djp8@case.edu)	TTO	PI/DA reaches out to TTO (Daniel Pendergast) as no FP/Speedtype required	TTO	YES
Inter-Institutional Agreement	Agreement that governs intellectual property filings between institutions that have co-inventors. It also governs who takes the lead on licensing and how the parties would share considerations	Daniel Pendergast (djp8@case.edu)	TTO	PI/DA reaches out to TTO (Daniel Pendergast) as not FP/Speedtype required	TTO	YES
Non-Disclosure Agreements (NDA) Confidential Disclosure Agreement (CDA)	Agreements outlining information the parties wish to share with one another for certain evaluation purposes, but wish to restrict from wider dissemination.	Lex Ehrenschwender (lre32@case.edu) OR Meghan Schane-Rambert (mxs1788@case.edu)	General Counsel Office	Reach out to Lex or Meghan directly via email unless there is Background IP involved, and then you should reach out to TTO (Daniel Pendergast). No need for FP since no speedtype is needed.	PASA	YES
Any Agreement relating to existing IP Technology (Faculty or Staff - NO UG STUDENTS)	Agreement where an outside entity wants to make agreement relating to faculty or staff existing IP.	Daniel Pendergast (djp8@case.edu)	TTO	Reach out to TTO (Daniel) directly via email	TTO	YES
Allocation of Rights Agreement	Agreement to facilitate the use and ownership of any IP developed under a SBIR or STTR	Daniel Pendergast (djp8@case.edu)	TTO	PI/DA to upload agreement to the funding proposal in Sparta Grants. Pre-Award Team to send to TTO for review via an Ancillary Review request	TTO	YES
Purchasing Agreements						
Purchase Request for Good or Service	CWRU is paying an outside entity for a service or good (for ex: equipment, supplies, core services at another facility, buying data/samples, etc)	Andrea Longstreet (all@case.edu)	PROCUREMENT Contracts Team		N/A	YES
Purchased Software Agreements	Agreements for CWRU to purchase software	James Goodman (jrg47@case.edu)	PROCUREMENT/ UTECH		N/A	NO
Independent Contractor Agreements (Work for Hire Agreements)	Agreement where we are hiring an outside party/entity to perform a service relating to the creation of IP or other goods or services.	Andrea Longstreet (all@case.edu)	PROCUREMENT Contracts Team		N/A	NO

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Other Agreement Types Not In Direct Support of Research						
Partnership Agreements (Non-Research Purposes)	Agreement where CWRU is entering into a Business-Partnership with another entity for purposes other than Research.	Lex Ehrenschwender (lre32@case.edu)	General Counsel Office	Reach out to Lex directly via email. No FP needed since no speedtype needed	PASA	NO
MOU (Memorandum of Understanding) - NON Research	Non-binding agreement between the University and another party (governmental, nonprofit or industry) establishing the terms and understandings of the Parties.	Meghan Schane-Rambert (mxs1788@case.edu)	Meghan Schane-Rambert (mxs1788@case.edu)		OGC	NO
International MOU	Non-binding agreement between CWRU and an International organization, not for research purposes	Chris Sipple (cms417@case.edu)	Center for International Affairs/ Human Resources		N/A	NO
Sponsorship Agreements	Agreement where an outside entity or person wants to fund a specific student, nonresearch project, or other items such as naming rights or product placements (<i>think Pepsi products only on campus due to a Pepsi Sponsorship with CWRU</i>)	Lex Ehrenschwender (lre32@case.edu) OR Meghan Schane-Rambert (mxs1788@case.edu)	General Counsel Office	Reach out to Lex or Meghan directly via email.	PASA	YES
Fellowship Agreements	Agreements establishing paid work (fellowship) for 1 or more students	Jon Donze (jrd8@case.edu) or Karen Dunn (kad8) or PASA Specialist if known	General Counsel Office Lex Ehrenschwender (lre32@case.edu) as needed	Reach out directly to Lex or Meghan via email, UNLESS the Fellowship is a RESEARCH FELLOWSHIP - then email Lex/Meghan and copy PASA (Joan Schenkel) so they are aware and can consult on language.	PASA	YES
Executive Education Agreement	Agreement between CWRU and content provider of executive education programs	Lex Ehrenschwender (lre32@case.edu)	General Counsel Office		PASA	NO
Curriculum Development Agreement	Agreement between an outside entity (whether received via a proposal or other means) and CWRU where CWRU is being paid to create curriculum or education content.	Lex Ehrenschwender (lre32@case.edu)	General Counsel Office		PASA	NO
Equipment Gift (CWRU as Recipient)	Agreement where an outside entity offers/agrees to provide CWRU with donated equipment or other research-related tools, for use on campus, with or without use-restrictions.	Amanda Pinney (abe2@case.edu)	Development/Office of Strategic Gifts	Contact Amanda Pinney directly via email.	N/A	NO

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Equipment Loan Agreement	Agreement where an outside entity is loaning us equipment to use for specific purposes, often research related.	Lex Ehrenschwender (lre32@case.edu)	General Counsel Office		OGC	NO
Developer Agreements	Agreement where a developer (typically a software or data company) sells and transfers customized software to a client that will incorporate the software into its products, services, or processes. These are seen in relation to Research Agreements and Clinical Trial Agreements	James Goodman (jrg47@case.edu)	UTech		N/A	NO
Sabbatical Questions and/or Related Agreements Funded	Any faculty of administration questions regarding rights while on sabbatical and/or any agreements relating to a faculty on sabbatical	Jon Donze (jrd8@case.edu) or Karen Dunn (kad73) or PASA Specialist if known	General Counsel Office	Contact Lex directly via email.	PASA	NO
Agreements in Support of Animal Research						
Master IACUC Service Agreement	A non-negotiable service agreement for external organizations to conduct their research with services provided by the IACUC and ARC. This agreement is utilized when companies, in particular, receive NIH funding (but can also be internal funds) and do not have an IACUC. This agreement designates the CWRU IACUC as their IACUC of record (fee associated/3yr protocol). Once a protocol is approved, they can access the ARC for animal purchases, housing services, and available veterinary services to conduct their experiments (fee for service).	Tami McCourt (txm9@case.edu)	IACUC	Please email Tami directly for an initial consultation and processing.	IACUC	YES
MOU (Subawards for animal use ONLY)	An Agreement that is initiated when a subaward involved animal work. This Agreement details all regulations for animal care and use while in the care of the recipient institution.	Tami McCourt (txm9@case.edu) Joan to Ask Tami	IACUC	Please email Tami directly with the MOU. Tami will put in SpartaAgreements and Associate	IACUC	NO
Inter-Institutional Agreements (Animal Use & Care ONLY)	This is an agreement that US Institutions that receive PHS funds through an award mechanism allowing the use of Inter-Institutional Assurance when the external party does not have their own.	Tami McCourt (txm9@case.edu)	IACUC	Please email Tami directly with the MOU.	IACUC	YES