

KEY:	Office of General Counsel	Office of Research Administration PASA	School of Medicine PASA	Procurement	Technology Transfer Office	Other Department	Corporate Engagement
Type of Agreement	Description of Agreement	Contract Reviewer/ Negotiator's Dept.	Caveats/ When to Involve Office of General Counsel	Main Point-of-Contact	Initiation Process	Compliance Responsibility	Template
Reviewed and approved by the Office of General Counsel on 8/25/2023; Amendment approved by the Office of General Counsel on 5/15/2025; AMENDMENT PENDING REVIEW BY ORTM & OGC (1/6/2026)							
Important Notes and Links	<p><b>NOTE:</b>                      No Agreements with foreign entities may be fully executed without approval from the High-Risk Global Engagements Task Force. If ANY of the below agreements are with foreign entities, you MUST submit a review request through the Office of International Affairs: <a href="https://case.edu/international/major-international-partnerships/international-agreement-request-form">https://case.edu/international/major-international-partnerships/international-agreement-request-form</a></p> <p>To contact the Office of General Counsel by practice areas, please consult:  <a href="#">OGC Legal Services by Practice Area(s)</a></p>						
<b>RESEARCH AGREEMENTS</b>							
Incoming Subcontract -SOM Faculty	An award where CWRU is the Subrecipient of a non-Industry funded award	PASA (SOM)	If the Prime Award is Industry funded, Corporate Engagement Center needs to be notified (corporate@case.edu); Subaward drafts should be reviewed by OGC to ensure compliance with the Prime Award. If the Prime Award is federally funded, OGC will review if there are nonstandard terms.	Jon Donze (jrd8@case.edu) OR PASA Specialist, if known	PI/DA uploads draft agreement from PTE to Sparta for internal reviews and approvals. Notify PASA (SOM) via medrescontract for agreement review	PASA (SOM)	YES
Outgoing Subcontract -SOM Faculty	An award where CWRU is the Prime Recipient (the Pass-Thru-Entity (PTE)) and initiates a subcontract with an outside entity.	PASA (SOM)	If the Prime Award Agreement is an OTA (Other Transaction Agreement) then OGC should be consulted on the drafting of the subaward or at least provide a final review to ensure compliance with the OTA Terms.	Jon Donze (jrd8@case.edu) OR PASA Specialist, if known	PASA (SOM) will initiate the subcontract process in Agreements once the internal NOA is released.	PASA (SOM)	YES (unless Prime is an OTA or Industry)
Outgoing Subcontract -NonSOM Faculty	An award where CWRU is the Prime Recipient (the Pass-Thru-Entity (PTE)) and initiates a subcontract with an outside entity.	PASA	If the Prime Award is Industry funded, Corporate Engagement Center needs to be notified (corporate@case.edu); Subaward drafts should be reviewed by OGC to ensure compliance with the Prime Award. If the Prime Award is federally funded, OGC will review if there are nonstandard terms.	Karen Dunn (kad73@case.edu) OR PASA Specialist, if known	PASA will initiate the subcontract process in Agreements once the internal NOA is released	PASA	YES (unless Prime is an OTA or Industry)
Incoming Subcontract -NonSOM Faculty	An award where CWRU is the Subrecipient of a non-Industry funded award	PASA	If the Prime Award is Industry funded, subaward drafts should be reviewed by OGC to ensure compliance with the Prime Award. If the Prime Award is federally funded, OGC will review if there are nonstandard terms.	Karen Dunn (kad73@case.edu) OR PASA Specialist, if known	PI/DA uploads draft agreement from PTE to Sparta for internal reviews and approvals. Notify PASA via resadm for agreement review	PASA	NO
Non-Competitive Sponsored Research Agreement - SOM Faculty	An Agreement where Industry, Foundation, or Other Non-Federal, Non-State agency is providing funding to CWRU for research purposes and the PI did not submit an application through an RFP process	PASA (SOM) (IF INDUSTRY - consultation with Corporate Engagement (Kolton Codner - kxc963@case.edu) and OGC (mxx1788@case.edu) required)	Complex, Data-heavy, or highly sensitive agreements should be drafted &/or reviewed by OGC to ensure compliance - OGC Consult to occur UPON RECEIPT of AGREEMENT	Judith McBride (jbm21@case.edu) OR Jon Donze if Judy is unavailable	PI/DA uploads SOW, Budget, & Industry Intake Form to Sparta for internal reviews and approvals. Once approved, routed to PASA (SOM) for Agreement creation and negotiation	PASA (SOM)	YES (Standard Sponsored Research Agreement)
(Competitive) Sponsored Research Agreement submitted through an RFP Process - SOM Faculty	An Agreement where Industry, Foundation, or Other Non-Federal, Non-State agency is providing funding to CWRU for research purposes and the PI submitted an application through an RFP process	PASA (SOM) (IF INDUSTRY - consultation with Corporate Engagement (Kolton Codner - kxc963@case.edu) and OGC (mxx1788@case.edu) required)	Complex, Data-heavy, or highly sensitive agreements should be drafted &/or reviewed by OGC to ensure compliance - OGC Consult to occur UPON RECEIPT of AGREEMENT	Judith McBride (jbm21@case.edu) OR Jon Donze if Judy is unavailable	PI/DA uploads SOW, Budget, & Industry Intake Form to Sparta for internal reviews and approvals. Once approved, routed to PASA (SOM) for Agreement creation and negotiation	PASA (SOM)	YES (Standard Sponsored Research Agreement)
Inter-Institutional Agreement w/ CCLCM (IIA) (SOM-Faculty)	Inter-Institutional Agreement governing NIH funded research awarded to CWRU and conducted at either Case Proper of CCLCM.	PASA (SOM)	If nonstandard agreement terms are included or you have any legal questions regarding the use of the IIA	Jon Donze (jrd8@case.edu)	IIA verification form is routed as part of pre-award. IIA form is uploaded to the FP for account setup. IIAs where CWRU is the PTE to CCLCM are handled via the outgoing sub process described above.	PASA (SOM)	YES
Non-Competitive/NON-INDUSTRY Sponsored Research Agreement - NonSOM Faculty	An Agreement where a Foundation or Other Non-Federal, Non-State agency is providing funding to CWRU for research purposes and the PI did not submit an application through an RFP process	PASA in consultation with OGC	Complex, Data-heavy, or highly sensitive agreements should be drafted &/or reviewed by OGC to ensure compliance - OGC Consult to occur UPON RECEIPT of AGREEMENT	Karen Dunn (kad73@case.edu) OR PASA Specialist, if known	PI/DA uploads SOW & Budget to Sparta for internal reviews and approvals. Once approved, routed to PASA (SOM) for Agreement creation and negotiation	PASA	YES
Competitive/NON-INDUSTRY Sponsored Research Agreement submitted through an RFP Process - NonSOM Faculty	An Agreement a Foundation or Other Non-Federal, Non-State agency is providing funding to CWRU for research purposes and the PI submitted an application through an RFP process	PASA in consultation with OGC	Complex, Data-heavy, or highly sensitive agreements should be drafted &/or reviewed by OGC to ensure compliance - OGC Consult to occur UPON RECEIPT of AGREEMENT	Karen Dunn (kad73@case.edu) or PASA Specialist, if known	PI/DA uploads SOW & Budget to Sparta for internal reviews and approvals. Once approved, routed to PASA (SOM) for Agreement creation and negotiation	PASA	YES

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<b>INDUSTRY Sponsored Research Agreement - NonSOM Faculty (Competitive or Non-Competitive)</b>	An Agreement where Industry is providing funding to CWRU for research purposes and the PI may or may not have submitted an application through an RFP process	Corporate Engagement (Kolton Codner - kxc963@case.edu) and OGC (Meghan Schane-Rambert - mxs1788@case.edu)	OGC will draft & negotiate the SRA with the Industry partner in collaboration with TTO and CEC.	Kolton Codner (kxc963@case.edu)	PI/DA uploads SOW & Budget to Sparta for internal reviews and approvals. Once approved, routed to Kolt with a Copy to Meghan for Agreement creation and negotiation	PASA	YES (Standard Sponsored Research Agreement)
<b>SBIR (Research &amp; Development Small Business Innovation Research) - SOM Faculty</b>	Agreement between CWRU and a Small Business Concern to engage in Federal Research/Research and Development (R/R&D) with the potential for commercialization.	PASA (SOM) in consultation with OGC; TTO to handle AOR with OGC	PASA (SOM) to handle the initial intake and reviews. Once all approvals have been received and Research Administration has provided the approval to move forward, then PASA (SOM) will draft the initiate agreement using the appropriate SBIR Template and then will send it to OGC for drafting and negotiation assistance. TTO to be consulted on IP term deviations; COI Review Mandate conducted by PASA prior to drafting approval being provided.	Judith McBride (jbm21@case.edu) OR Jon Donze if Judy is unavailable	PI/DA uploads SOW, Industry Intake Form, & Budget to Sparta Grants for internal reviews and approvals. Once approved, routed to PASA (SOM) for Agreement creation and negotiation	PASA	YES (Standard SBIR Template - please verify Prime Funder (NIH, NSF, or DOD) and Phase (I, II, III or Fast Track) and choose the template based upon Funder and Phase)
<b>STTR (Small Business Technology Transfer Agreement) - SOM Faculty</b>	Agreement between CWRU and a Small Business Concern requiring the SBC to partner/collaborate with a U.S. non-profit research institution.	PASA (SOM) in consultation with OGC; TTO to handle AOR with OGC (contact djp8@case.edu)	PASA (SOM) to handle the initial intake and reviews. Once all approvals have been received and Research Administration has provided the approval to move forward, then PASA (SOM) will draft the initiate agreement using the appropriate SBIR Template and then will send it to OGC for drafting and negotiation assistance. TTO to be consulted on IP term deviations; COI Review Mandate conducted by PASA prior to drafting approval being provided.	Judith McBride (jbm21@case.edu) OR Jon Donze if Judy is unavailable	PI/DA uploads SOW, Industry Intake Form, & Budget to Sparta Grants for internal reviews and approvals. Once approved, routed to PASA (SOM) for Agreement creation and negotiation	PASA (SOM)	YES (Standard STTR Template - please verify Prime Funder (NIH, NSF, or DOD) and Phase (I, II, III or Fast Track) and choose the template based upon Funder and Phase)
<b>SBIR (Research &amp; Development Small Business Innovation Research) - NonSOM Faculty</b>	Agreement between CWRU and a Small Business Concern to engage in Federal Research/Research and Development (R/R&D) with the potential for commercialization.	PASA in consultation with OGC; TTO to handle AOR with OGC	PASA to handle the initial intake and reviews. Once all approvals have been received and Research Administration has provided the approval to move forward, then PASA will draft the initiate agreement using the appropriate SBIR Template and then will send it to OGC for drafting and negotiation assistance. TTO to be consulted on IP term deviations; COI Review Mandate conducted by PASA prior to drafting approval being provided.	Karen Dunn (kad73@case.edu) OR PASA Specialist, if known	PI/DA uploads SOW, Industry Intake Form, & Budget to Sparta Grants for internal reviews and approvals. Once approved, routed to PASA for Agreement creation and negotiation	PASA	YES (Standard SBIR Template - please verify Prime Funder (NIH, NSF, or DOD) and Phase (I, II, III or Fast Track) and choose the template based upon Funder and Phase)
<b>STTR (Small Business Technology Transfer Agreement) - NonSOM Faculty</b>	Agreement between CWRU and a Small Business Concern requiring the SBC to partner/collaborate with a U.S. non-profit research institution.	PASA in consultation with OGC; TTO to handle AOR with OGC (contact djp8@case.edu)	PASA to handle the initial intake and reviews. Once all approvals have been received and Research Administration has provided the approval to move forward, then PASA will draft the initiate agreement using the appropriate SBIR Template and then will send it to OGC for drafting and negotiation assistance. TTO to be consulted on IP term deviations; COI Review Mandate conducted by PASA prior to drafting approval being provided.	Karen Dunn (kad73@case.edu) OR PASA Specialist, if known	PI/DA uploads SOW, Industry Intake Form, & Budget to Sparta Grants for internal reviews and approvals. Once approved, routed to PASA for Agreement creation and negotiation	PASA	YES (Standard STTR Template - please verify Prime Funder (NIH, NSF, or DOD) and Phase (I, II, III or Fast Track) and choose the template based upon Funder and Phase)
<b>Allocation of Rights Agreement ("AOR")</b>	Agreement to facilitate the use and ownership of any IP developed under a SBIR or STTR	TTO	TTO will provide OGC with a final review to ensure compliance with underlying SBIR/STTR Agreement	Daniel Pendergast (djp8@case.edu)	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	PASA	YES
<b>Teaming Agreement (in connection with an SBIR or STTR)</b>	Agreement between the SBC, NonProfit Partner, & CWRU for purposes of Phase II/III proposal support	CWRU Office of General Counsel	This is an unfunded agreement, but an integral part of the SBIR/STTR collaborative process. OGC shall notify CEC (Kolt Codner of Industry partner involvement)	Meghan Schane-Rambert (mxs1788@case.edu)	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
<b>Master Research Agreements - SOM</b>	Industry or other non-federal funding entity requesting a Master agreement to effectuate multiple contemplated future or current SOWs	Corporate Engagement (Kolton Codner - kxc963@case.edu) and OGC (Meghan Schane-Rambert - mxs1788@case.edu)	These will be joint projects with Corporate Engagement taking the lead, TTO handling IP terms, OGC drafting agreement and negotiating terms with CEC & TTO; PASA to manage the administration of project.	Kolton Codner (kxc963@case.edu)	Information or Agreement uploaded to Sparta Agreements and routed to CEC (Kolt) for review and notification of OGC (Meghan) via email; CEC, TTO, and OGC to meet with Company to ascertain needs and scope. OGC to draft and negotiate with CEC & TTO; PASA (SOM) to handle administration	PASA (SOM)	YES (OGC has skeletal template but these are typically highly negotiated Agreements) - see Meghan Schane-Rambert for more information on templates

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<b>Master Research Agreements - NonSOM</b>	Industry or other non-federal funding entity requesting a Master agreement to effectuate multiple contemplated future or current SOWs	Corporate Engagement (Kolton Codner - kcc963@case.edu) and OGC (Meghan Schane-Rambert - mxs1788@case.edu)	These will be joint projects with Corporate Engagement taking the lead, TTO handling IP terms, OGC drafting agreement and negotiating terms, PASA (SOM) to manage the administration of project.	Kolton Codner (kcc963@case.edu)	Information or Agreement uploaded to Sparta Agreements and routed to CEC (Kolt) for review and notification of OGC (Meghan) via email; CEC, TTO, and OGC to meet with Company to ascertain needs and scope. OGC to draft and negotiate with CEC & TTO; PASA to handle administration	PASA	YES (OGC has skeletal template but these are typically highly negotiated Agreements) - see <i>Meghan Schane-Rambert for more information on templates</i>
<b>Unfunded Research Collaboration Agreements - SOM &amp; NonSOM</b>	Agreement where there is no funding but CWRU PI wants to work with a PI at another Industry or Academic Institution	CWRU Office of General Counsel	If complex or overly burdensome, PASA consult will be provided.	Lex Ehrenschwender (lre32@case.edu) OR Meghan Schane-Rambert (mxs1788@case.edu)	Reach out to Darlena Dillard (dxd282@case.edu) directly via email and she will route within OGC. No FP needed since no speedtype needed	PASA (nonSOM); OG&C (SOM)	YES (OGC has skeletal template but these are typically highly negotiated Agreements)
<b>Unfunded Research Collaboration Agreements - SOM &amp; NonSOM - for Data Analysis and Publication Purposes only</b>	Agreement where there is no funding, but a CWRU PI wants to work with another PI at an Academic Institution for purposes of sharing & analyzing data and publishing.	PASA DUA/MTA	If the agreement concerns Materials or includes IP language, TTO will work with PASA to review; If complex legal terms are included, Monica will reach out to Meghan (OGC) to assist	Monica Bradley (cwru-dua@case.edu)	Reach out to Monica directly via email. No FP needed since no speedtype needed.	PASA	NO
<b>MOU (Memorandum of Understanding) - SOM Faculty</b>	Non-binding agreement between a SOM PI and a US entity establishing the terms and understandings of the Parties	PASA (SOM)	If complex or overly burdensome, OGC consult will be provided.	Jon Donze (jrd8@case.edu) OR PASA Specialist, if known	PI/DA uploads SOW (& Budget, if applicable) to Sparta Agreements for internal reviews and approvals. Once approved, routed to PASA for Agreement creation and negotiation	PASA (SOM)	NO
<b>MOU (Memorandum of Understanding) - Non-SOM Faculty</b>	Non-binding agreement between a Non-SOM PI and a US entity establishing the terms and understandings of the Parties	PASA	If complex or overly burdensome, OGC consult will be provided.	Karen Dunn (kad73@case.edu) or PASA Specialist, if known	PI/DA uploads SOW (& Budget, if applicable) to Sparta Agreements for internal reviews and approvals. Once approved, routed to PASA for Agreement creation and negotiation	PASA	NO
<b>Cooperative Research &amp; Development Agreement (CRADA)</b>	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	PASA/PASA (SOM)	The PI's location will determine who handles the negotiations & compliance activities. TTO shall be heavily involved in the review of all related IP terms. OGC will provide review of terms, as requested.	(Non-SOM) Karen Dunn (kad73@case.edu) OR (SOM) Jon Donze (jrd8@case.edu)	PI/DA upload SOW and any related materials to Sparta Grants. Once approvals are received, it will be routed to the appropriate pre-award office.	PASA/ PASA (SOM)	NO - Typically these are non-negotiable, EXCEPT the Funder (typically the Air Force) will provide alternate clauses to choose from to expedite contract creation and negotiations
<b>Clinical Trial Subaward Agreements - NonSOM</b>	Agreement where CWRU is the Sub-Recipient of a Clinical Trial Award provided to the Pass thru Entity (Other Contracting Party), setting forth the obligations of each party	PASA in consultation with OGC (Meghan or Lex) as necessary for legal questions	PASA will provide review and once all required documentation is ready for a final review, will contact OGC for final review, if needed	Karen Dunn (kad73@case.edu) or PASA Specialist, if known	PI/DA to upload SOW and related materials to Sparta Grants. PASA to send agreement and any accompanying information to Meghan and Lex via email.	PASA	YES
<b>Clinical Trial Subaward Agreements - SOM</b>	Agreement where CWRU is the Sub-Recipient of a Clinical Trial Award provided to the Pass thru Entity (Other Contracting Party), setting forth the obligations of each party	PASA (SOM) in consultation with OGC (Meghan or Lex) as necessary for legal questions	PASA (SOM) will provide review and once all required documentation is ready for a final review, will contact OGC for final review, if needed	Jon Donze (jrd8@case.edu) OR PASA Specialist, if known	PI/DA to upload SOW and related materials to Sparta Grants. PASA (SOM) to send agreement and any accompanying information to Meghan and Lex via email.	PASA (SOM)	YES
<b>Master Clinical Trial Agreements</b>	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.	CWRU Office of General Counsel	PASA will provide support for these clinical trial agreements	Meghan Schane-Rambert (mxs1788@case.edu) OR Lex Ehrenschwender (lre32@case.edu)	PI/DA to upload SOW and related materials to Sparta Grants. PASA to send agreement and any accompanying information to Meghan or Lex via email.	PASA (SOM)	NO
<b>Study Site Agreement</b>	Agreement where an outside entity wants to contract for CWRU to provide a study site, facilities, equipment, personnel, and patient populations to provide data for the Study.	CWRU Office of General Counsel	Keep all CTA-project related agreements under the lead of 1 single department/reviewer	Meghan Schane-Rambert (mxs1788@case.edu) OR Lex Ehrenschwender (lre32@case.edu)	Agreement uploaded to Sparta Grants and routed to SOM for Review. SOM will send to OGC and they will take the lead. OGC will return the FE to PASA (SOM) and they will upload the FE Agreement to Sparta.	PASA (SOM)	NO
<b>Clinical Trial (Non Drug) Supply Agreements</b>	Agreement governing the terms and condition of the supply of materials required for conducting a specific clinical trial.	CWRU Office of General Counsel	PASA will provide support for these clinical trial agreements	Lex Ehrenschwender (lre32@case.edu) OR Meghan Schane-Rambert (mxs1788@case.edu)	PI/DA to upload SOW and related materials to Sparta Grants. PASA to send agreement and any accompanying information to Meghan and Lex via email.	PASA (SOM)	NO
<b>Clinical Trial Drug Supply Agreements</b>	Agreement governing the terms and conditions of the supply of study drugs (controlled or not) required for use in conducting a clinical trial.	University Hospitals Pharmacy - CWRU Office of General Counsel	PASA will provide support for these clinical trial agreements	Lex Ehrenschwender (lre32@case.edu) OR Meghan Schane-Rambert (mxs1788@case.edu)	PI/DA to upload SOW and related materials to Sparta Grants. PASA to send agreement and any accompanying information to Meghan and Lex via email.	PASA (SOM)	NO

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<b>SERVICE AGREEMENTS</b>							
<b>Service Agreement/ Request (PURCHASING SOMETHING)</b>	CWRU is paying an outside entity for a service or good (for ex: using a core at another facility, buying data/samples, etc)	PROCUREMENT	If we are purchasing services relating to Data or samples, PASA DUA should be consulted. Any services related to research should be reviewed by PASA.	h Connelly (bxc571@case.edu)	<a href="#">Reach out to Procurement directly</a>	N/A	YES
<b>Incoming Master Service Agreements - Non SOM</b>	Non-Industry or other funding agency requesting multiple SOWs - all for services only - to be completed by CWRU	CWRU Office of General Counsel	OGC to notify and work with ORTM to ensure they are aware of the agreement negotiations and have input into terms they want. These will be joint projects with CEC taking the lead, TTO handling IP terms, OGC drafting agreement and negotiating terms, ORTM to manage the administration of project.	Lex Ehrenschwender (lre32@case.edu)	Agreement uploaded to Sparta Grants and routed to OGC for review or PASA or OGC notified via email by Corporate Relations or other Dept that a Co is requesting an MRA. OGC, CEC, ORTM rep to meet with Company to ascertain needs and scope. OGC to draft and negotiate	PASA	NO
<b>Incoming Industry Master Service Agreements - NonSOM</b>	Industry requesting multiple SOWs - all for services only - to be completed by a CWRU Lab	Corporate Engagement (Kolton Codner - kxc963@case.edu) and OGC (Meghan Schane-Rambert - mxs1788@case.edu)	These will be joint projects with Corporate Engagement taking the lead and OGC drafting agreement and negotiating terms with CEC; PASA to manage the administration of project.	Kolton Codner (kxc963@case.edu)	Information or Agreement uploaded to Sparta Agreements and routed to CEC (Kolt) for review and notification of OGC (Meghan) via email; CEC, TTO, and OGC to meet with Company to ascertain needs and scope. OGC to draft and negotiate with CEC & TTO; PASA to handle administration	PASA	NO
<b>Incoming Master Service Agreements - SOM</b>	Federal Agency, State Agency, or other funding agency requesting multiple SOWs - all for services only - to be completed by CWRU Lab	CWRU Office of General Counsel (Lex Ehrenschwender lre32@case.edu)	OGC to notify and work with PASA (SOM) to ensure they are aware of the agreement negotiations and have input into terms they may want. These will be joint projects with OGC taking the lead on drafting and negotiating terms; PASA (SOM) to manage the administration of project.	Lex Ehrenschwender (lre32@case.edu)	Agreement uploaded to Sparta Grants and routed to OGC for review or OGC notified via email by Corporate Engagement or other Dept that a Co is requesting an MSA. OGC to meet with Company to ascertain needs and scope. OGC to draft and negotiate; PASA (SOM) to handle administration	PASA (SOM)	NO
<b>Incoming Industry Master Service Agreements - SOM</b>	Industry requesting multiple SOWs - all for services only - to be completed by a CWRU Lab	Corporate Engagement (Kolton Codner - kxc963@case.edu) and OGC (Meghan Schane-Rambert - mxs1788@case.edu)	These will be joint projects with Corporate Engagement taking the lead and OGC drafting agreement and negotiating terms with CEC; PASA (SOM) to manage the administration of project.	Kolton Codner (kxc963@case.edu)	Information or Agreement uploaded to Sparta Agreements and routed to CEC (Kolt) for review and notification of OGC (Meghan) via email; CEC, TTO, and OGC to meet with Company to ascertain needs and scope. OGC to draft and negotiate with CEC & TTO; PASA (SOM) to handle administration	PASA (SOM)	NO
<b>Sponsored Service Agreement - SOM Faculty</b>	Industry or Non-Federal funding agency/entity is paying CWRU (SOM PI) to provide a service	PASA (SOM)	Complex, Data-heavy, or highly sensitive service agreements may be routed to or reviewed by OGC (Lex)	Jon Donze (jrd8@case.edu)	PI/DA uploads SOW & Budget to Sparta for internal reviews and approvals. Once approved, routed to PASA (SOM) for Agreement creation and negotiation	PASA (SOM)	YES (Standard Sponsored Services Agreement)
<b>Sponsored Service Agreement - Non-SOM Faculty</b>	Industry or Other funding agency paying CWRU (Non-SOM PI) to provide a service	PASA		Karen Dunn (kad73@case.edu) or PASA Specialist, if known	PI/DA uploads SOW & Budget to Sparta for internal reviews and approvals. Once approved, routed to PASA for Agreement creation and negotiation	PASA	YES (Standard Sponsored Services Agreement)
<b>Outgoing Master Service Agreements</b>	CWRU is PAYING Industry or Other Agency to perform a series of services only	PROCUREMENT	If we are purchasing services relating to Data or samples, PASA DUA should be consulted. Any services related to research should be reviewed by PASA.	h Connelly (bxc571@case.edu)		N/A	YES
<b>OTHER AGREEMENTS IN SUPPORT OF RESEARCH</b>							
<b>Data Use Agreements</b>	Agreement transferring data (data only or data + biospecimens), whether there is funding or not	PASA DUA/MTA	TTO to provide consult if IP in agreement is not standard terminology or the data is proprietary. OGC to review or assist as requested.	Monica Bradley (cwru-dua@case.edu)	<a href="#">PI/DA completes the DUA REQUEST FORM</a>	PASA	YES
<b>Biospecimen Transfer Agreements</b>	Agreement to transfer samples (biospecimens) only, whether is funding or not	PASA DUA/MTA	TTO to provide consult if IP in agreement is not standard terminology or the samples are proprietary. OGC to review or assist as requested.	Monica Bradley (cwru-dua@case.edu)	<a href="#">PI/DA completes the DUA REQUEST FORM</a>	PASA	YES
<b>Material Transfer Agreements</b>	Unfunded transfers of Materials (tangible research assets transferred for the other's parties research purposes)	PASA DUA/MTA	PASA DUA to provide consult if needed for added data transfer terms. OGC to review or assist as requested.	Monica Bradley (cwru-mta@case.edu)	<a href="#">PI/DA completes the MTA REQUEST FORM</a>	PASA	YES

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<b>Intergovernmental Personnel Act Agreement (IPA)</b>	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.	PASA/PASA (SOM)	The PI's location will determine who handles the negotiations & compliance activities. OGC will provide review as requested.	(Non-SOM) Karen Dunn (kad73@case.edu) OR (SOM) Jon Donze (jrd8@case.edu)	PI/DA to upload SOW and any related materials to Sparta Grants. Once approvals are received, it will be routed to appropriate pre-award office.	PASA/ PASA (SOM)	NO
<b>Equipment Loan Agreement</b>	Agreement where an outside entity is loaning us equipment to use for specific purposes, often research related.	CWRU Office of General Counsel	PASA consult required if the equipment loan is for a specific research purpose or related to a specific research project/agreement.	ghan Schane-Rambert mxs1788@case.edu) OR x Ehrenschwender (lre32@case.edu)	Contact Meghan or Lex directly via email. PASA Specialists may send an Ancillary Review to Meghan or Lex, if preferred.	OGC	YES (OGC has a template for this) - see Meghan Schane-Rambert for more information on this Template
<b>SOM or NonSOM Non-Disclosurereements (NDA) Confidential Disclosure Agreement (CDA)</b>	Agreements outlining information the parties wish to share with one another for certain evaluation purposes, but wish to restrict from wider dissemination.	Corporate Engagement (Kolton Codner - kxc963@case.edu) and OGC (Meghan Schane-Rambert - mxs1788@case.edu)	These will be joint projects with Corporate Engagement taking the lead and OGC drafting agreement and negotiating terms with CEC.	Kolton Codner (kxc963@case.edu)	Information or Agreement uploaded to Sparta Agreements and routed to CEC (Kolt) for review and notification of OGC (Meghan) via email; OGC to draft and negotiate in concert with CEC; PASA (SOM) to handle administration	PASA/ PASA (SOM)	YES
<b>Inter-Institutional Agreement</b>	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	TTO	OGC to provide consult to TTO upon request	Daniel Pendergast (djp8@case.edu)	PI/DA reaches out to TTO (Daniel Pendergast) as not FP/Speedtype required	TTO	YES
<b>License Agreements</b>	Transfers of exclusive or non-exclusive IP rights	TTO	PASA or PASA (SOM) to be provided notice of License at time of FE	Daniel Pendergast (djp8@case.edu)	PI/DA reaches out to TTO (Daniel Pendergast) as no FP/Speedtype required	TTO	YES
<b>Any Agreement relating to existing IP Technology (Faculty or Staff - NO UG STUDENTS)</b>	Agreement where an outside entity wants to make agreement relating to faculty or staff existing IP.	TTO	OGC will review and assist as requested.	Daniel Pendergast (djp8@case.edu)	Reach out to TTO (Daniel) directly via email	TTO	YES
<b>Membership, Partnership, or Consortium Agreements for Research Purposes</b>	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.	PASA/ PASA (SOM)	PASA will work with TTO & COI on Membership Agreements prior to signing to verify all potential PIs have been cleared to participate. OGC to provide review prior to execution.	(Non-SOM) Karen Dunn (kad73@case.edu) OR (SOM) Jon Donze (jrd8@case.edu)	Agreement uploaded to Sparta Agreements and routed to PASA for review.	PASA/ PASA (SOM)	NO
<b>Business Associate Agreement</b>	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).	PASA DUA/ OGC Consult	PASA to consult OGC (Meghan or Lex) for review and to assist with the determination of whether it is appropriate. OGC will work with the Compliance Team as necessary .	Monica Bradley (cwr-dua@case.edu)	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
<b>CORE Agreements - SOM CORE</b>	1-page CWRU agreement for use of a SOM-CORE	PASA (SOM)	If a CORE needs an updated or specialized agreement, OGC will take the lead and work with the Ina and the CORE to create the agreement that works for them.	Martin (ixm98@case.edu)	Reach out to Ina directly via email. Ina is the Director of Research Cores - both SOM and nonSOM. Ina will reach out to OGC as needed.	PASA (SOM)	YES
<b>CORE Agreements - Non-SOM CORE</b>	1-page CWRU agreement for use of a Non-SOM CORE	PASA	If a CORE needs an updated or specialized agreement, OGC will take the lead and work with the CORE to create the agreement that works for them.	Martin (ixm98@case.edu)	Reach out to Ina directly via email. Ina is the Director of Research Cores - both SOM and nonSOM. Ina will reach out to OGC as needed.	PASA	YES
<b>Non-Standard CORE Agreements (SOM &amp; Non-SOM)</b>	Agreements with an outside entity to use our CORE, where the outside entity is not willing to use the 1-page Agreement	PASA	Justification needed to approve use agreement other than 1-pager. 61% IDCs must be charged on these projects. If a CORE needs an updated or specialized agreement, OGC will take the lead and work with the CORE to create the agreement that works for them.	Martin (ixm98@case.edu)	Reach out to Ina directly via email. Ina is the Director of Research Cores - both SOM and nonSOM. Ina will reach out to OGC as needed.	PASA	NO

KEY:	Office of General Counsel	Office of Research Administration PASA	School of Medicine PASA	Procurement	Technology Transfer Office	Other Department	Corporate Engagement
Type of Agreement	Description of Agreement	Contract Reviewer/ Negotiator's Dept.	Caveats/ When to Involve Office of General Counsel	Main Point-of-Contact	Initiation Process	Compliance Responsibility	Template
Software Agreements	Agreements for CWRU to purchase software	PROCUREMENT/ UTECH	If we are purchasing a license for software then TTO should be consulted	(UTech) James Goodman jg7@case.edu) AND Beth Connelly (bxc571@case.edu)	Contact Beth and James directly	N/A	NO
Purchase of Product, Equipment, or Supplies	Agreement where CWRU wants to purchase a tangible item from an outside entity	PROCUREMENT	OGC (Lex) will provide assistance as requested.	Beth Connelly (bxc571@case.edu)	Contact Beth directly or go through Procurement	N/A	YES
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.	PROCUREMENT	OGC (Lex) will provide assistance as requested.	Beth Connelly (bxc571@case.edu)	Contact Beth directly or go through Procurement	N/A	NO
Research Services from SOM	Agreement where an outside entity is purchasing research services from SOM @ CWRU (ex: data analysis services or other research related service activities)	PASA (SOM)	OGC will review and assist as requested.	Jon Donze (jrd8@case.edu)	PI/DA to upload SOW and related materials to Sparta Grants. Once approvals are received, it will be routed to PASA (SOM) for review and negotiation.	PASA (SOM)	YES (Professional Services Template)
Research Services from Non-SOM	Agreement where an outside entity is purchasing research services from CWRU non-SOM (ex: data analysis services or other research related service activities)	PASA	OGC will review and assist as requested.	Karen Dunn (kad73@case.edu) or PASA Specialist, if known	PI/DA to upload SOW and related materials to Sparta Grants. Once approvals are received, it will be routed to PASA for review and negotiation.	PASA	YES (Professional Services Template)
Interactive Commons Agreements	Various types of Agreements for the Interactive Commons where they are providing various research and/or services for an outside entity. This could be a consulting agreement, hybrid service/research agreement, data licensing, etc.	CWRU Office of General Counsel	TTO to be consulted on all IC agreements where BIP may be utilized. OGC is handling all Agreements for the IC	Meghan Schane-Rambert (mxx1788@case.edu)	IC to email to Meghan directly. New agreements must be routed in Sparta.	PASA	YES (See Meghan Schane-Rambert for specifics)
<b>EXISTING MASTER AGREEMENTS AND ADDENDUMS</b>							
Cleveland Clinic Master Data Use ("MDUA") & Appendices	Data transferred between CWRU and CCF for any reason	PASA DUA/MTA	TTO to provide consult if IP in agreement is not standard terminology or the data is proprietary. OGC to review or assist as requested.	Monica Bradley (cwr-dua@case.edu)	<a href="#">PI/DA completes the DUA REQUEST FORM</a>	PASA/ PASA (SOM)	YES
University Hospital Master Data Use Agreement ("MDUA")	Data transferred between CWRU and CCF for any reason	PASA DUA/MTA	TTO to provide consult if IP in agreement is not standard terminology or the data is proprietary. OGC to review or assist as requested.	Monica Bradley (cwr-dua@case.edu)	<a href="#">PI/DA completes the DUA REQUEST FORM</a>	PASA/ PASA (SOM)	YES
CCF Master Research Collaboration Agreement	SEE NEXT SHEET	PASA/ PASA (SOM)					
<b>OTHER AGREEMENTS - NOT IN DIRECT SUPPORT OF RESEARCH</b>							
International MOU	Non-binding agreement between CWRU and an International organization, not for research purposes	Center for International Affairs/ Human Resources	OGC shall provide review and assistance if the International MOU is for research purposes or includes the transfer of data or materials (contact mxx1788@case.edu)	Chris Sipple (cms417@case.edu)		N/A	NO
Consulting Agreements	Agreement where a CWRU PI is providing consultation services only to an outside entity using CWRU resources	CWRU Office of General Counsel	If for the IC, PASA will take the lead. TTO to be consulted if any discussion surrounds IP.	Lex Ehrenschwender (lre32@case.edu)	Reach out to Lex directly via email. Lex to notify appropriate department so that Compliance review can be performed.	PASA/ SOM (PI dependent)	NO
Sabbatical Questions and/or Related Agreements	Any faculty of administration questions regarding rights while on sabbatical and/or any agreements relating to a faculty on sabbatical	CWRU Office of General Counsel	OGC will collaborate with the appropriate school/department to answer questions and/or negotiate terms requested by the school/department.	Michelle Lincoff (ml270@case.edu) OR Mile Arendt (mra75@case.edu)	Contact Gabrielle or Michelle directly via email.	PASA (SOM)	NO

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<b>Partnership Agreements (Non-Research Purposes)</b>	Agreement where CWRU is entering into a Business-Partnership with another entity for purposes other than Research.	CWRU Office of General Counsel	If the Partnership is related to Research, then PASA should be involved in the review.	Lex Ehrenschwender (lre32@case.edu)	Reach out to Lex directly via email. No FP needed since no speedtype needed	PASA (SOM)	NO
<b>MOU (Memorandum of Understanding) - Non-Research Purposes</b>	Non-binding agreement between CWRU and another party (governmental, nonprofit, or industry) establishing the terms and understandings of the Parties.	CWRU Office of General Counsel	If there is IP or UTech related concerns, OGC will consult with the appropriate departments.	Lex Ehrenschwender (lre32@case.edu)	Reach out to Lex directly via email. No speedtype is needed so no FP is required.	N/A (OGC if needed)	NO
<b>Sponsorship Agreements</b>	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> )	CWRU Office of General Counsel	OGC will consult with all departments potentially affected by this agreement and work in collaboration with them to negotiate the best terms for all departments.	Lex Ehrenschwender (lre32@case.edu) OR Meghan Schane-Rambert (mxs1788@case.edu)	Reach out to Lex or Meghan directly via email.	PASA (SOM)	YES
<b>Fellowship Agreements</b>	Agreements establishing paid work (fellowship) for 1 or more students	CWRU Office of General Counsel	If Fellowship is for a Research Fellowship, PASA must be consulted.	Meghan Schane-Rambert (mxs1788@case.edu)	Reach out directly to Meghan via email, UNLESS the Fellowship is a RESEARCH FELLOWSHIP - then email Meghan and copy PASA (Michael Oakes) so they are aware and can consult on language.	PASA (SOM)	YES
<b>Executive Education Agreement</b>	Agreement between CWRU and content provider of executive education programs	CWRU Office of General Counsel	OGC will collaborate with the appropriate school/department to negotiate terms requested by said department.	id Rosenfeldt @case.edu OR Gabrielle Lincoff (gx1270@case.edu)	Reach out to David directly via email. If David is unavailable, please contact Gabrielle directly via email.	PASA (SOM)	NO
<b>Curriculum Development Agreement</b>	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.	CWRU Office of General Counsel	OGC will collaborate with the appropriate school/department to negotiate terms requested by said department.	id Rosenfeldt @case.edu OR Gabrielle Lincoff (gx1270@case.edu)	Reach out to David directly via email. If David is unavailable, please contact Gabrielle directly via email.	PASA (SOM)	NO
<b>Non-Proprietary User Agreement</b>	Agreement where CWRU wants to use a Government run laboratory to run experiments. These are unfunded.	TTO	If other terms, besides IP, PASA will provide assistance.	Daniel Pendergast (djp8@case.edu)	These are routed via Sparta to Daniel or to Meghan (who will then route to Dan)	N/A	NO
<b>Equipment Gift (CWRU as Recipient)</b>	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.	Development/Office of Strategic Gifts	If the equipment being received is for research purposes or for a restricted purpose (ex: use for telerobotics research only), then OGC should also consult & provide review.	Amanda Pinney (abe2@case.edu)	Contact Amanda directly via email.	N/A	NO
<b>Developer Agreements</b>	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	UTech	OGC will provide review and assistance as needed and will collaborate with PASA to ensure clear communications across departments.	James Goodman (jrg47@case.edu)	Contact James Goodman or UTech, directly via email.	N/A	NO
<b>AGREEMENTS IN SUPPORT OF ANIMAL RESEARCH</b>							

KEY:	Office of General Counsel	Office of Research Administration PASA	School of Medicine PASA	Procurement	Technology Transfer Office	Other Department	Corporate Engagement
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<b>Master IACUC Service Agreement</b>	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).	IACUC	If the Agreement has new terms or includes other unrelated terms, OGC (Lex) will provide assistance.	Tami McCourt (txm9@case.edu)	Please email Tami directly for an initial consultation and processing.	IACUC	YES
<b>MOU (Subawards for animal use ONLY)</b>	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.	IACUC	OGC (Lex) to provide assistance, as needed	Tami McCourt (txm9@case.edu)	Please email Tami directly with the MOU.	IACUC	NO
<b>Inter-Institutional Agreements (Animal Use &amp; Care ONLY)</b>	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.	IACUC	OGC (Lex) to provide assistance, as needed. NOTE: IIA as initiated by the Office of Laboratory Animal Welfare (OLAW)	Tami McCourt (txm9@case.edu)	Please email Tami directly with the MOU.	IACUC	YES
		<p><b>PLEASE NOTE: If a PI or the SPONSOR is moving to TERMINATE any of the above described agreements, the department responsible for negotiating the agreement, shall also be responsible for handling the administration of the termination/closing of said agreement. Please consult OGC prior to final termination to ensure compliance with the terms of the underlying agreement. Please work with the appropriate Post Award Team on closing the financial aspect of the project. If this is a collections matter, please contact the Office of General Counsel for assistance.</b></p>					