

To Request Institutional Review and Approval of Research Agreements:

Please direct all requests to review draft contracts with industry partners to ORAF@northeastern.edu; please be sure to include the following information:

For all agreements

1. PI and department administrator's contact information
2. Other party's contact information, including name, email address, and phone number
3. **Word.doc** of the proposed agreement
4. A brief narrative of why the other party's "X (data, material)" is needed for the research.*
5. Any additional agreements that are "incorporated by reference" with this agreement or related information.

AND

A. Funded Sponsored Research Agreements (SRAs)

1. ePAWS/Coeus record created/in-progress
2. Detailed (Internal) Budget
3. Research Plan
4. Billing Schedule
5. Reporting Schedule

B. Data Use Agreements (DUAs)

1. Are we providing or is the other party providing the data?
2. Data PII or PHI? If so, please provide IRB approval or HSDF.

C. Confidentiality/Non-Use Non-Disclosure Agreements (CDAs/NDAs)

1. Are we providing our confidential information?
2. Are they providing NU with their confidential information?
3. What is the purpose of the exchange:
 - a. Evaluate a funded research project or research collaboration
 - b. Evaluate the transfer of NU's intellectual property
 - c. Evaluate undertaking a services agreement
4. What is the scope/field of information to be disclosed?

D. Material Transfer Agreements (MTAs)

- a. What Material is being exchanged?
- b. By Whom?
- c. If Biological Materials is the other party a UMBTA signatory or willing to rely on the UMBTA Template?
- d. IRB/SCRO, IACUC, IBC approvals, as applicable

Research Administration will provide an internal tracking # and a confirmation email upon receipt.

Note: Service Agreements, Purchase Service Agreements, Visiting Scholar Agreements, and other non-research related agreements are **not** reviewed/approved by RA; however, they can be sent to RA, which will record and forward to the Office of General Counsel. Please be sure to include the respective checklists. To learn more please contact your College's gatekeeper.

[<http://www.northeastern.edu/general-counsel/>].