Research Core Agreements

Contracts Between Core Facilities and External Customers





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Contact Information

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Research Core Agreements

Contract between a UNC Core Facility and an external entity Necessary to establish agreed upon SOW, rates, and payment terms

Core may begin work upon partially executed agreement Office of Sponsored Programs is the only party that can execute on behalf of UNC

2023 SYMPOSIUM FOR RESEARCH ADMINISTRATORS

Submitting Contract to OSP

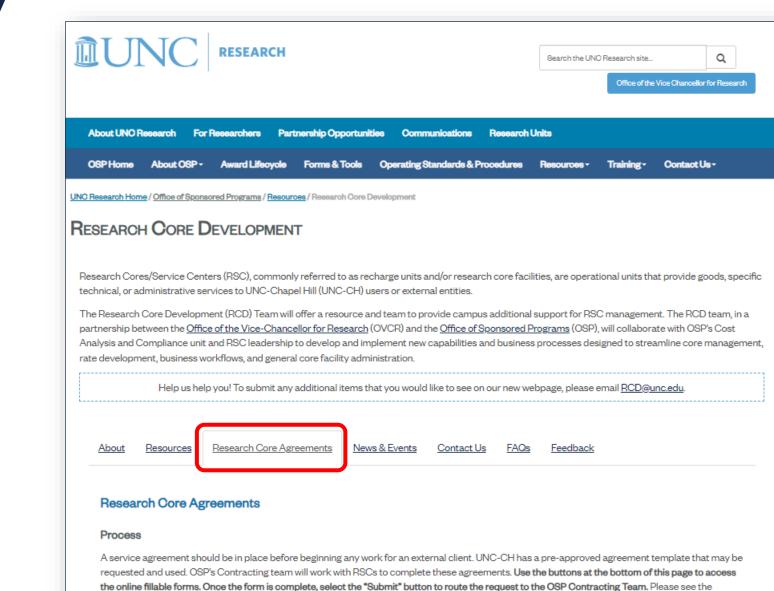
Research Core Agreements portal on OSP RCD webpage <u>https://research.unc.edu/sponsored-programs/resources/research-core-</u>

development/

| Request New | Submit an | Submit Update | Submit Change |
|--|---|---|---|
| Template | Agreement | Request | Request |
| Receive new template or modify existing template | Submit partially executed agreement to OSP for full execution | Amendments of existing agreements or changes in rates | Negotiate UNC agreement or use client's agreement |



Research Core Agreements Portal



guidance for more information. As a reminder, RSCs DO NOT have the ability to negotiate or sign their own agreements. Please contact <u>OSPContracting@unc.edu</u> with any questions.



Submission Options

- Request New Template
 - Timeline: 3-5 business days
- Submit an Agreement
 - Work can begin once customer has signed agreement
 - Timeline: UNC signature takes approx. 1-3 business days
- Submit Update Request
 - Amendments must be submitted <u>individually</u> for language or pricing updates
 - Timeline: Revised template takes approx. 3-5 business days
- Submit Change Request
 - If UNC template needs negotiation or customer requires use of their template
 - Timeline: Dependent upon length of negotiation



CDA/MTA Requests

- Core template contains CDA/MTA terms
- Separate CDA/MTA is not necessary
- If client requests more language, this can be negotiated into our contract
- Best option: one agreement that contains all necessary language
- Pre-contract CDA should be submitted via Alice
- MTAs should be submitted via Research Core Agreements Portal on RCD webpage



Master Agreements

May be possible for services that span multiple projects

One agreement with one client for multiple projects

Projects must be with same core



Recent Changes to Contract Template

- Contract Length
 - Based on project dates contained in attached quote
 - Or align with rate review dates
- Auditing Language
 - Customer may audit core; will reimburse core up to 20 hours at consultation rate
 - Language is available for inclusion and review
- iLab User Creation
 - If client intends to use iLab, client must set up iLab account for requests
- Link to iLab/Infoporte now used as documentation of rates
 - Removes risk of rate changes
 - Client agrees to pay published rate at time of service, not at time of contract execution
 - Contract rates are updated based on iLab/Infoporte
 - Not for every core



What Do I Do?!

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Customer asks for one agreement for multiple cores

Due to the current billing process, if a customer wants to purchase services from multiple cores, an agreement will need to be executed with each core.

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Core's rates change and there are outstanding contracts

If a Core's rates change during the term of an agreement, an amendment will need to be put in place to reflect the new rates. This should be submitted as an amendment in the RSC portal.



What Do I Do?!

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You need a copy of a signed contract.

A copy of each fully executed agreement is maintained in OSP's Alice system. A request may be made to <u>OSPContracting@unc.edu</u> for a copy. The request should include the name of the Core, the PI and the Client name.

Customer changes its name or has been bought out by another company If a customer is bought out or changes its name, a formal letter needs to be provided by the customer stating this and providing the new name.



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Questions?

These agreements appear to be for external customers who are businesses. What about work conducted for universities external to UNC where confidentiality agreements and other items aren't needed?



THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL