

Agreement Type	Salient Characteristics	Appropriate UI Office	
<b>Research Agreements:</b>	These agreements involve performance of research-related work by UI staff using UI resources. Sponsors may affix different names to these, but they are all considered Research Agreements by the University.	DSP	
Funded Agreements:	Corporate Funded Clinical Trials	A drug or device manufacturer funds investigational studies of drugs or devices in humans. Standard terms for intellectual property ownership vary depending on whether the study is designed by the PI or the sponsor. Use of an already negotiated master agreement or the UI's model clinical trial research agreement or similar terms will reduce negotiation time. The UI's model agreement follows standard terms recommended by several national groups.	DSP
	Federal Research & Development Contracts (including Purchase Orders and Incoming Subcontracts)	Contracts funded directly or indirectly by the Federal Government with specific deliverables and terms. The UI owns intellectual property developed by the UI and is allowed to publish results.	DSP
	State Agency Agreements (except 28E Agreements)	Funding comes from state agencies and funding is often Federal pass-through. Several State of Iowa agencies have pre-negotiated terms for the UI or Iowa Regents Institutions.	DSP
	Research Agreements with Private Entities (e.g., Industry, Foundations)	Funding comes from private for-profit or non-profit entities. The UI owns intellectual property developed by the UI and is allowed to publish results following sponsor review. Use of the UI's model research agreement or comparable terms will reduce negotiation time. The UI's model agreement follows a format recommended by the National Academy of Sciences Government, University and Industry Roundtable.	DSP
	Service Agreements/Fee For Service Agreements	These contracts tend to be highly transactional with little potential for development of intellectual property or publication of results. Refer to the UI's fee for service forms for the criteria that qualify as fee for service. For agreements that meet the UI's fee for service definition, with approval of the PI and department, the UI can waive intellectual property rights and publication rights. Human subjects research cannot be covered by fee for service contracts.	DSP
	Outgoing Subawards.	The UI is paying another entity to perform a portion of the research under a grant or contract awarded to the UI. Outgoing subawards under federal grants are issued using the Federal Demonstration Partnership template.	DSP
	Incoming Subawards	The UI receives funding through another entity that received funds from a prime sponsor such as the federal government or a private organization. The terms and provisions of the prime award (grant or contract) flow through to the UI. The UI owns intellectual property developed by the UI and is allowed to publish results.	DSP

Incoming Consulting Agreements	University Consulting Agreements	If UI resources will be used and/or the PI wishes to use funds as salary offset, the agreement must be between the sponsor and the UI. These agreements are handled the same as Research Agreements.	DSP
	Personal Consulting Agreements	If no UI resources will be used and the PI does not wish to use the funds for salary offset, DSP does not review the agreement. Agreements for personal consulting work where the PI is rightfully the contractor and the PI is affiliated with the UIHC should be reviewed by the Joint Office of Compliance. Cannot include human subjects research.	PI (Joint Office of Compliance review is required for UIHC staff)
Non-Monetary Agreements:	Incoming Material Transfer Agreements (materials transferred to UI)	UI receives material from a provider. If the provider is a signatory to the UBMTA, the UBMTA pre-negotiated contract can expedite review.	DSP
	Confidential Disclosure Agreements (CDA)/Non-Disclosure Agreements (NDA)	An agreement to keep exchanged information confidential. A CDA/NDA is frequently used to exchange information to determine whether the parties are interested in a research collaboration.	DSP
	Data Use Agreements	An agreement to receive or share data for research purposes. This is recommended when PIs are sharing research data or Protected Health Information (PHI) with a collaborator outside the UI.	DSP
	Master Agreements	Can apply to the entire University or a specific department/lab/unit. The Master Agreement provides general administrative terms. Funding is provided under follow on task orders or work orders with details specific to the funded projects. Master agreements may require extensive negotiation, but the follow on task orders or work orders are generally expedited.	DSP
	Outgoing Material Transfer Agreements (UI sends materials to another entity)	UI sends material to a collaborator. If the collaborator is a signatory to the UBMTA, the UBMTA pre-negotiated contract can expedite review.	DSP
<b>Business Associate Agreement:</b>	Within UIHC	An agreement between a covered entity and its business associates who will use protected health information (PHI) for HIPAA covered functions such as administrative, pricing, billing or quality-assurance purposes. Research is not a covered function within HIPAA and does not require a BAA; the UI is not serving in the role of Business Associate when performing research.	Joint Office for Compliance
	Non-UIHC department	An agreement between a covered entity and its business associates who will use protected health information (PHI) for HIPAA covered functions such as administrative, pricing, billing or quality-assurance purposes. Research is not a covered function within HIPAA and does not require a BAA; the UI is not serving in the role of Business Associate when performing research.	Office of the General Counsel
	Outgoing Consulting/Professional Services Agreement	Contracts for unique, technical and/or infrequent	Purchasing

	(UI pays another entity)	functions performed by an independent contractor qualified by education, experience and/or technical ability to provide services. These tend to be highly transactional with little potential for publication or IP generation. The other entity is considered a vendor rather than a collaborator and is generally in the business of providing the services to a variety of clients.	
Software Licensing Agreement The UI needs to license software from another entity.		An agreement that allows the UI to use proprietary software owned by another entity.	Information Technology Services