

## Research Contracts & Agreements at UNBC

The Research Administration Team in the Office of Research and Innovation would like to take this opportunity to remind everyone about research contract/agreement procedures at UNBC. Please familiarize yourself with the information below and please don't hesitate to contact the Research Administration Team if you have any questions.

In order to better support and streamline research contract & agreement services at UNBC, the Office of Research and Innovation has created a general research contracts email address ([researchcontracts@unbc.ca](mailto:researchcontracts@unbc.ca)). Please only use this email address when communicating additional information about your research contract/agreement (and only after you have followed all the steps below). The research contracts email address will be monitored by those most closely involved with research contracts at UNBC.

Please note: Research Agreements include: *funding agreements* (e.g. sponsored research agreement, collaborative research agreement, master research agreement, project agreement, funding agreement, or contribution agreement), *subawards*, *service agreements* (e.g. service agreement, or consulting agreement), *research support agreements* (e.g. non-disclosure or confidentiality agreement, material transfer agreement, data use/sharing/access agreement, or IP agreement), *institutional and other agreements* (e.g. memorandum of understanding, collaboration agreement, or consortium agreement) and *amendments*.

### **For New Funding Agreements (incoming funding, including subgrants from another institution)**

**Step #1:** Following preliminary discussions with a prospective funder/sponsor, please complete and submit a Romeo file for the proposed research project\*. Please complete all the tabs and sections of the Romeo file and please remember to attach a research proposal (for the activities to be carried out by the UNBC PI) and budget (for the funds coming to UNBC). Please also complete and attach the [Request for Research Agreement Form](#), which can be found on the Romeo Research Portal Information Page of the Office of Research and Innovation website. Please note: Your Romeo file needs to be reviewed and approved by your Chair, Dean and ORI before the Research Contract Specialist will begin drafting/reviewing the funding agreement.

\* Please Remember: Anytime funds will be coming to UNBC, via a grant or research contract/agreement, a Romeo file needs to be completed and submitted for review and approval.

**Step #2:** Once received in the Office of Research and Innovation, your Research Project Officer will review the Romeo file to ensure that your file is complete and contains a budget, including indirect costs of research\*. When your file is complete, your Research Project Officer will submit the Romeo file for institutional approval. Once approved, your Research Project Officer will notify you, and the Research Contract Specialist that the file is ready for further processing.

\*Researchers are not permitted to negotiate indirect cost of research rates with the funder/ sponsor. UNBC's standard indirect cost of research rate is 25% (unless the funder/sponsor does not allow indirect costs of research or they have a lower posted rate). More information about [indirect costs of research](#) can be found on the Office of Research and Innovation website. Please contact the Office of Research and Innovation if you have any questions.

**Step #3:** The UNBC Research Contract Specialist will make initial contact with the Research Contract Coordinator at the funder/sponsor. Please make sure that you provide the UNBC Research Contract Specialist with the name and contact information of the primary contact at the funding/sponsor agency. The Research Contract Specialist will be in contact with you if they have any questions or need any further information from you.

**Step #4:** The Research Contract Specialist will prepare a suitable agreement or review an incoming agreement proposed by a funder/sponsor. Research Finance will review financial aspects and reporting requirements as part of this process.

**Step #5:** The Research Contract Specialist will circulate the final agreement for signature and your acknowledgement.

Please remember that only the University has the authority to enter into research agreements that are binding on the University. This includes funding agreements, transfer agreements, contribution agreements, service agreements and the like. Thus, agreements concerning research undertaken at the University must be between the Governing Board of the University of Northern British Columbia and the sponsoring agency and cannot be written in the name of an individual, Department, Institute, Centre, School, or Faculty. All agreements and proposals concerning research must first be reviewed by the Office of Research and Innovation and signed by the Vice President Research and Innovation to be legally binding.

**Step #6:** The Research Contract Specialist will notify Research Finance that the agreement is fully executed and that a research account can be established.

**Step #7:** Research can begin. Research must be carried out in compliance with all the requirements of UNBC and the funder/sponsor.

#### **For Amendments to Existing Agreements (incoming funding)**

Please complete and submit an Amendment Request using an Event Form in the existing Romeo file for the current (or ongoing) project (contract) that is to be amended. Please attach approval from the sponsor/funder of the extension and/or additional funds (e.g. email or letter of approval). Once received in the Office of Research and Innovation, your Research Project Officer will review the Amendment Request form in Romeo to ensure that the information is complete. When your file is complete, your Research Project Officer will submit the file for approval. Once approved, your Research Project Officer will notify you, and the Research Contract Specialist that the file is ready for further processing.

### **For Subawards (outgoing funding)**

A subaward occurs when research grant/contract funds are already held at UNBC and a portion of those funds need to be sent to another institution or organization (funding transfer). When a subaward is required, please complete and submit the Subaward Request using an Event Form in the existing Romeo file for the project from which funds will be drawn. Please complete and attach the [Request for Research Agreement Form](#) along with a copy of the draft agreement (if applicable and if available). Once received in the Office of Research and Innovation, your Research Project Officer will review the subaward request form in Romeo to ensure that the information is complete. When your file is complete, your Research Project Officer will submit the file for approval. Once approved, your Research Project Officer will notify you, and the Research Contract Specialist that the file is ready for further processing.

### **For Research Services Agreements**

Service agreements are agreements between two parties (a client and service provider). The agreement includes well-defined deliverables, a timeline for the delivery of services, responsibilities and fees. If you are requesting a service agreement (for example, for lab services, consulting services, etc.), please complete a Web Req and attach the [Service Contract Request Form](#). Please submit the request to Contracts and Supply Chain Management (CSCM) via Web Req.

### **For Amendments to Research Services Agreements**

Any amendments to existing research services agreements should be requested via a new Web Req. Please be sure to include the original contract number with your request.

### **For Agreements that do not Involve a Monetary Transfer**

If you require an agreement, such as a Memorandum of Understanding (MoU), Non-Disclosure Agreement (NDA), or Research Collaboration Agreement, etc., and there is no affiliated monetary transfer, please submit the [Request for Research Agreement Form](#) along with a copy of the draft agreement (if applicable and if available) to [researchcontracts@unbc.ca](mailto:researchcontracts@unbc.ca)

\*\*\*Please note: the complexity of the agreement will determine processing time. Please allow a minimum of 21 days for straight forward agreements and up to 90 days for complex agreements\*\*\*

Please visit the [Office of Research and Innovation website](#) for more information and resources about research at UNBC. Please also take some time to review the [Research Guide](#), as well as [UNBC's Research Policies](#). Please visit the [Romeo](#) page on our website for more information about Romeo, "How-To" Manuals and a link to the Romeo Research Portal.