**UNBC Request for Research Agreement Form**

*Please use this form for all research agreements (contracts, contribution agreements, transfer agreements, etc.) that do not require the submission of a pre-award funding proposal.*

*For new contracts and amendments to existing contracts: This form should be completed and uploaded to Romeo when the external grant/contract form or event form is submitted; Romeo files with missing or incomplete forms will be returned to the researcher for more information.*

*For subawards: This form should be completed and sent to* *researchcontracts@unbc.ca*

|  |
| --- |
| **SECTION A: Project Information** |
| Project Title: | Click here to enter text. |
| ROMEO # - if assigned: |  |
| Description of UNBC’s role in the project and the work that will occur at UNBC: |
| Click here to enter text. |
| *Project Dates* |
| Anticipated start date at UNBC: | Click here to enter text. |
| Anticipated end date at UNBC: | Click here to enter text. |

|  |
| --- |
| **SECTION B: UNBC Investigator Contact Details** |
| Name: | Click here to enter text. |
| Email: | Click here to enter text. |
| **UNBC Research Manager Contact Details (if applicable)**  |
| Name: | Click here to enter text. |
| Email: | Click here to enter text. |

|  |
| --- |
| **SECTION C: External Institution/Organization Contact Details** |
| External institution/ Organization Name: | Click here to enter text. |
| Investigator Name: | Click here to enter text. |
| Investigator Email: | Click here to enter text. |
| **Contract Officer/Coordinator Contact Details** |
| Name: | Click here to enter text. |
| Email: | Click here to enter text. |

|  |
| --- |
| **SECTION D: Data & Intellectual Property** |
| *Type of Transfer (select all that apply)* |
| [ ]  UNBC is receiving data | [ ]  UNBC is sending data |
| [ ]  UNBC is not receiving or sending data  |  |
| Description of the type of data being transferred - include the frequency of transfer (e.g. one time transfer): |
| Click here to enter text. |
| Does the data involve Indigenous data? |
| Click here to enter text. |
| *Ownership of data (select all that apply)* |
| [ ]  UNBC will own data collected at UNBC |
| [ ]  UNBC will own data collected at external institution/organization |
| [ ]  External institution/organization will maintain ownership of data collected at their site |
| [ ]  External institution/organization will own data collected at UNBC  |
| *Will there be any intellectual property generated/developed from the project?* |
| [ ]  Yes | [ ]  No |

|  |
| --- |
| **SECTION E: Publications/Reports** |
| [ ]  Publications[ ]  Report(s) to a third party [ ]  Other (*please identify*) Click here to enter text. |
| Does the external investigator have publishing rights *(select all that apply)* |
| [ ]  Joint publication with UNBC Investigator |
| [ ]  External investigator may publish on data collected at external site |
| [ ]  External investigator’s contributions will be acknowledged in UNBC’s publication |
| [ ]  Other | Click here to enter text. |

|  |
| --- |
| **SECTION F: Funding** |
| *Type of Transfer (select all that apply)* |
| [ ]  UNBC is receiving funds from the external institution/organization |
| Funding amount: Click here to enter text. |
| 25% indirect costs included? Click here to enter text. |
| Note: If the percentage of indirect costs is lower than 25%, does the funding agency have a published maximum overhead rate that applies to all research agreements? If yes, please provide a webpage or other link. |
| [ ]  UNBC is sending funds to the external institution/organization (subaward) |
| Funding amount: Click here to enter text. |
| Note: If there are multiple outgoing fund transfers to different institutions/organizations, please provide the name and funding amount for each here. Click here to enter text. |
| Name of primary sponsor/funding source: Click here to enter text. |
| External institution/organization reporting requirement (if applicable): Click here to enter text. |
| [ ]  UNBC is not receiving or sending funds |

**NOTE: Template Agreement**. Does the funding agency have their own template they would like to use for this agreement? If yes, please attach a copy to the Romeo file or send it to researchcontracts@unbc.ca.

|  |
| --- |
| **FOR AMENDMENTS ONLY**  |
| UNBC Contract Number for the existing research agreement: | Click here to enter text. |
| ROMEO # - if applicable.  | Click here to enter text. |
| Purpose of amendment (e.g. time extension, funding amount):  |
| Click here to enter text. |

**Budget.** Please provide a budget for the use of the funds. Double click on the table below to open it. The total field (in grey) will auto-calculate from the fields above.

