

CORES UPDATE

UPDATED Template: Research Core Agreement

1. Vanderbilt University's Office of General Counsel has updated the "Research Core Agreement" template. As of April 1, 2022, this new version should be used for new Core Agreements. The updated template is on the [CORES website](#). Scroll down and look for "Research Core Agreement."
 - a. *General Counsel's Office made some changes, however slight, that they find very important so please **remember to update the template you are using to this template if you have it saved on your computer.**
2. No changes were made to the addendum template.
3. No changes were made to the amendment cover page template.

AGREEMENT REMINDERS

1. If the other party has no edits, please submit the following with your VERA Request:
 - a. **Signed Research Core Agreement**, completed, filled in and signed by the Purchaser/Other Party leaving only Vanderbilt's institutional signature blank. SPA will sign the Research Core Agreement for Vanderbilt, as it is the delegated authorized official to sign this type of agreement for Vanderbilt; and
 - b. **Signed Addendum**, signed by the Vanderbilt Core Unit Manager and the Purchaser.
2. If the other party is requesting edits, please submit the following with your VERA Request:
 - a. **Unsigned Research Core Agreement**, with other party's requested edits (if they have included them) AND/OR the other party's proposed CORE Agreement (if they are insisting on using their own template).
 - b. **Signed Addendum**, signed by the Core Unit Manager and the Purchaser.

See [VERA Training Resources](#) if you need help with VERA submissions for CORE Agreements. See "Research Administrator Guides – Agreements Module" and "Department Guide to requesting & submitting CORE Agreement & CORE Amendment in VERA".

AMENDMENT REMINDERS

1. When submitting an amendment to an existing Core Agreement, please submit the following:
 - a. **Addendum**, if applicable. An Addendum is required if funds are being added to the agreement.
 - b. **Completed Core Amendment Coveragepage**, found on the [CORES website](#). Scroll down and look for "Research Core Amendment Coveragepage."
 - i. **Required on all amendments** adding more time, more money, or both
 - ii. It should be filled in by the department at time of submission.
 - iii. If Purchaser is not requesting any changes, please have them sign prior to submission.
 - iv. SPA will sign on behalf of Vanderbilt upon receipt of VERA submission.
 - v. The Effective Date on the Amendment Coveragepage should be the same as the start date of the original Core Agreement being amended. (Figure 1)
 - vi. Fill in the End Date ONLY if there is a new end date. (Figure 2)
 - vii. Fill in the Funding Amount ONLY if there is additional money being added. (Figure 2)

Vanderbilt and Purchaser are parties to a Research Core Agreement, effective as of _____ ("Agreement").

Figure 1: Amendment Effective Date

Term and Addendum. The term of the Agreement shall remain the same or be extended through a new end date of _____ (only to be filled in if date is being extended) unless terminated sooner by a party in accordance with terms of the Agreement. If an additional Addendum is being added, the new Addendum is funded in the amount of _____ and the new Addendum is attached hereto as Exhibit A (only to be filled in and attached if Addendum added).

Figure 2: Amendment End Date and Funding Amount

To better expedite the current approval process, Core leadership has requested the following:

1. One agreement per Core for each Purchaser/Other Party with amendments added as needed for each additional PI (in the same Core).
 - a. e.g., A Core Lab would have an agreement with the University of Tennessee. A different PI from the same institution using the same core would then only need an amendment to the original agreement.
 - b. NOTE: This only applies to PIs using the same core group from the same institution. Essentially, if the University of Tennessee has an agreement with the Synthesis Core, they will need another agreement with the CISR Core. However, if PI 1 from the University of Tennessee has an agreement with the Synthesis Core, and PI 2 from the University of Tennessee wants to do work with the Synthesis Core, an amendment to the original agreement will be completed for PI 2.

2. Allow agreements to have an end date of between one and three years.
 - a. This should reduce the number of amendment requests and allow the work to continue in a more timely manner.
 - b. In section "5. Term and Termination" update the length of time for the agreement, if needed.
 - i. e.g., "...and shall continue for three (3) years unless terminated sooner."
 - ii. Add more funds with a broader scope of work with additional work based on milestones. This is beneficial with users that have extended projects. For example, instead of five addendums of \$10,000 each spread over two years, one agreement with an addendum of \$50,000 for two years can be processed.