**Vanderbilt University**

**Research Core Agreement + Addendum**

**Instructions:**

The Research Core Agreement (“Agreement”) and the Addendum (“Addendum”) are streamlined templates to be used by a core lab unit (“Core Unit”) for documenting a routine low-risk transaction for the provision of core services by Vanderbilt to an external non-Vanderbilt purchaser (“Purchaser”), such as another academic institution, non-profit organization or commercial entity. These streamlined documents are intended to minimize negotiation and be used for routine fee-for-service work that does not present significant risk to Vanderbilt in terms of intellectual property (IP), hazardous materials, and export control compliance.

Key steps in the process are as follows:

1. The Core Unit Director/Manager should initiate the process by completing the Addendum in coordination with the Purchaser’s Principal Investigator to adequately document the description of products and services being provided (“Products”), the Deliverables, the Test Materials, and estimated Fees, as well as the suggested form of Acknowledgement. The Addendum should be signed by the Core Unit Director/Manager and the Purchaser’s Principal Investigator.
2. The Core Unit Director/Manager should complete the fillable fields in the Agreement and submit the completed Agreement to Purchaser for signature by an authorized signatory official of Purchaser.
3. The Agreement and Addendum should be submitted through PEER to Sponsored Programs Administration (“SPA”).
4. Signatures for the following individuals should be obtained on the final form of the Agreement and Addendum before submittal or re-submittal to SPA for final approval and signature:

* Purchaser’s Principal Investigator (To sign Addendum)
* Vanderbilt Core Unit Director/Manager (To sign Addendum)
* Purchaser – Institutional Authorized Signatory Official (To sign Agreement)
* Vanderbilt SPA (To sign Agreement)

1. SPA will keep the fully executed Agreement on file in PEER.
2. The Core Unit Director/Manager is responsible for necessary follow up to complete performance of the Agreement as detailed in the Addendum and to promptly collect all payments due.

**[Remove this page and use only the Addendum form that follows.]**

**ADDENDUM (“Addendum”) for Research Core Agreement**

|  |  |
| --- | --- |
| Vanderbilt Core Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Purchaser Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**I. Products Description** (summary of products and/or services with goals and expected data).

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**II. Deliverables** (detailed description of what Core Unit is to deliver to Purchaser).

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**III.** **Test Materials** (if applicable, give detailed description of test materials; and itemize sample classifications and indicate hazard categories below, for samples that have not been physically or chemically sterilized).

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* Human derived tissues, specimens, or cells
* Non-human primate-derived materials
* Animal-derived tissues, specimens, or cells
* Samples from a source known to be infected with a pathogen
* Recombinant DNA molecules
* Biological toxins or venoms
* Other hazardous classifications, of which the Core Unit should be made aware
* Export Control requirements of which Core Unit should be made aware

If any boxes above are marked, please provide detailed information below:

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**IV. Core Service User**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**V. Fee Estimate** (May be replaced by fee estimate in the CORES billing system.)

*Note: Following is an estimate of fees for the work. Due to variability of certain conditions in the research environment, as well as periodic changes in the fee structure for the Core Unit, please allow for variance from the estimate.*

*If the variance in work or fee structure is expected to exceed 15%, you will be contacted before proceeding.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit Fee** | **Total Fees** |
| **Products (products and/or services):** |  |  | 0.00 |
| **Equipment Usage Fee:** |  |  | 0.00 |
| **Supplies:** |  |  | 0.00 |
| **Preparation of Final Report:** |  |  | 0.00 |
| **Freight:** |  |  | 0.00 |
| **TOTAL COST** | | | 0.00 |

**VI. Suggested Acknowledgement Text:** ***[Insert description of core services/products]*** were provided through use of the ***[Insert name of Vanderbilt Core Unit]*** which is an institutionally supported core. The views expressed are those of the author(s) and do not necessarily reflect the views of Vanderbilt University.”

**VII. Expectation as to Authorship Recognition:** If work involves substantial collaboration, criteria for authorship of resulting publications will be determined in accordance with prevailing academic standards, based upon substantial contribution to design, analysis, interpretation of results of the work, drafting and/or materially revising manuscripts derived from the work.

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| **AGREED:** **Vanderbilt Core Unit Director/Manager** | **AGREED: Purchaser’s Principal Investigator** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  Signature: Core Unit Director/Manager Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name (Print legibly please)  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_  Signature: Principal Investigator Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name (Print legibly please)  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |