## Agreements @ SPA

**version: 11/6/2017**

<table>
<thead>
<tr>
<th>Type of Agreement</th>
<th>Covered by SPA?</th>
<th>Definition/Blurb</th>
<th>COEUS</th>
<th>PEER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grant</strong></td>
<td>Yes</td>
<td>A grant is a legally binding agreement between the University and an external entity, such as a private corporation, non-profit foundation, or federal agency. A grant sets forth terms and conditions by which the external entity assists, supports, or stimulates University research and/or provides services or other resources. The external entity receives no direct use or benefit of the research, service, or resource. A grant contains restrictions on how the funds are to be used by the University.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Cooperative Agreement</strong></td>
<td>Yes</td>
<td>A cooperative agreement is used when the purpose of the agreement is similar to that of a grant, but substantial programmatic involvement of or coordination by the funding agency is anticipated during the project. <strong>For Example</strong>: NSF, National Endowment of the Arts, Department of Justice, NIST... these institutions will give money, but also give significant input into the work, milestones...</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Contract</strong></td>
<td>Depends</td>
<td>A contract is a legally binding agreement between the University and an external entity, such as a private corporation or a federal agency. A contract sets forth terms, conditions, and costs of research, services, or resources to be delivered by the University to the entity for the entity's direct use or benefit. <strong>Examples</strong>: Purchase Order, Task Order</td>
<td>Depends</td>
<td>If SPA = Yes, then Yes to PEER.</td>
</tr>
</tbody>
</table>

### For Reference (clickable links):

- "PEER User Manual - G log" (Pages 7-11)
- "Create a Contract Request in PEER if there is a G log #.pdf" (Pages 12-23)
- "Initiating a Contract Request when there is no G log or UNIV#.pdf" (Pages 24-25)

---

**Within CONTRACTS**, there are many **Types of Contracts**. See below for those types of contracts that Vanderbilt University is likely to enter into. Information on SPA’s involvement and the use of our internal tracking systems are included.

<table>
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<tr>
<th>Type of Agreement</th>
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<th>What to do in PEER:</th>
</tr>
</thead>
</table>
| **Agreements to cover services provided by Vanderbilt University** | Yes | Vanderbilt-provided professional services agreements are those for which individual faculty, departments or schools are engaged to provide a professional service to another party. These agreements are often related to providing pre-defined expertise in an area to another party.  
*If the agreement is for professional services but it is funded either directly or indirectly by the federal, state or local government, the agreement should be reviewed and approved by SPA.  
*Other types of professional service agreements might be for the providing services such as executive development or teacher training. If these are funded by non-governmental organizations, then the usual path for these agreements is review by the academic unit providing the service and signature by the appropriate Vice Provost.  
| -This agreement type does not apply to services provided by the Core Recharge Center(s). As discussed further below, these are reviewed and signed by SPA.  
-Call SPA for clarification. | No | Yes | Initiate a Contract Request when there is no G log or UNIV#. |
## Agreements @ SPA

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Research Agreement/ Collaboration Agreement (see also Teaming Agreement)</td>
<td>Yes</td>
<td>An agreement covering an unfunded collaboration where both VU and the other party are contributing to the performance of a research scope of work. This can be with a for-profit, non-profit or academic entity. -Often in anticipation of receiving a funded award. <strong>For example:</strong> VU submits application to NSF, concurrently a Chinese partner submits an application to their version of NSF; this in preparation for funding; the Collaboration Agreement between VU &amp; Chinese Partner for proposed work in future...</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#</td>
</tr>
<tr>
<td>Confidentiality Agreement (CDA)/ Non-Disclosure Agreement (NDA)/ Proprietary Information Agreement (PIA)/ Proprietary Information Exchange Agreement</td>
<td>Yes</td>
<td>An agreement that allows Vanderbilt University faculty and staff to exchange confidential information with outside third parties under obligations to protect and preserve the confidentiality of the information. Generally, CDAs are entered into for the purpose of exploring a potential research collaboration or license agreement. -For a <strong>License Agreement</strong>, contact: Center for Technology Transfer &amp; Commercialization (CTTC).</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#</td>
</tr>
<tr>
<td>Consortium Agreement -subset of Sponsored Research Agreement (SRA)</td>
<td>Yes</td>
<td>A Consortium Agreement is a contract that enables multiple sponsors to participate together in supporting research and equally sharing in the outcomes of the research. However, having more than one sponsor involved in a research project does not automatically convert the program into a consortium. Consortium Agreements are similar to Sponsored Research Agreements (SRAs) involving a single sponsor, except that Consortium Agreements provide for the sharing of obligations, rights, and benefits among all consortium members. -Multiple sponsors → single entity (VU)</td>
<td>Yes</td>
<td>Yes</td>
<td>1) Log a Grant Application, Subaward or Contract Proposal &amp; 2) Create a Contract Request in PEER if there is a G log #</td>
</tr>
<tr>
<td>Consultant Agreement/ Professional Services Agreement (Consultant)</td>
<td>No</td>
<td>An agreement for the purpose of acquiring the professional services of an individual with knowledge and expertise in a specified field. Consultants are considered independent contractors rather than subcontractors or employees. Consultant agreements are not handled in SPA but are treated as purchased services and coordinated through Procurement. <strong>For example:</strong> -VU hiring Consultant -Outgoing money</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Type of Agreement</td>
<td>Covered by SPA? If not, contact...</td>
<td>Definition/Blurb</td>
<td>In COEUS?</td>
<td>In PEER?</td>
<td>What to do in PEER:</td>
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<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cooperative Research and Development Agreement (CRADA)</td>
<td>Yes</td>
<td>A legal agreement between a federal laboratory and the University to work together on a project. The agreement does not involve transfer of funds from the government. A CRADA allows the Federal Government and the University to optimize their resources, share technical expertise, and share intellectual property emerging from the effort. CRADAs are used by federal laboratories to provide facilities, equipment, personnel, services, or other non-monetary resources in the support of a collaborative research effort.</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#</td>
</tr>
<tr>
<td>Data Use Agreement (DUA)</td>
<td>Yes</td>
<td>A Data Use Agreement (DUA) is a specific type of agreement that is required under HIPAA Privacy Laws when there is to be a disclosure of a Limited Data Set (a data set considered &quot;Protected Health Information&quot; under HIPAA that has been stripped of certain direct identifiers) to Vanderbilt University by an outside party for the purpose of research.</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#</td>
</tr>
<tr>
<td>Data Transfer Agreement/ Data Sharing Agreement/ Data Transfer and Use Agreement</td>
<td>Yes</td>
<td>Data Transfer Agreement (may also be called Data Transfer and Use Agreement; Data Sharing Agreement, etc.): Transfer of data collected or developed through the course of research that is not considered &quot;Protected Health Information&quot; under HIPAA. Either from Vanderbilt to another party or from another party to Vanderbilt.</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#</td>
</tr>
<tr>
<td>Field Experience</td>
<td>No</td>
<td>Contact: School or College of the student or faculty seeking the Field Experience</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Intergovernmental Personnel Act Agreement (IPA)</td>
<td>Yes</td>
<td>An agreement that outlines the obligations and responsibilities of the parties when a faculty member is temporarily assigned to a federal agency. Example: <a href="https://www.nsf.gov/careers/rotator/ipa.jsp">https://www.nsf.gov/careers/rotator/ipa.jsp</a></td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#</td>
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</tr>
<tr>
<td>Master Agreement/Indefinite Delivery Indefinite Quantity (IDIQ)</td>
<td>Yes</td>
<td>An indefinite delivery indefinite quantity contract is issued when a sponsor has identified a need for services, but does not know precisely how or when these services will be required. The terms and conditions of this master agreement are negotiated and accepted by both parties but it does not contain a statement of work or any funding. As the sponsor identifies a need, it will issue a task order awarding the funds for the particular task and specifying the exact work to be done in a statement of work.</td>
<td>Yes</td>
<td>Yes</td>
<td>1) Log a Grant Application, Subaward or Contract Proposal &amp; 2) Create a Contract Request in PEER if there is a G log #</td>
</tr>
<tr>
<td>Material Transfer Agreement (MTA) [Unfunded Agreement]</td>
<td>No</td>
<td>An agreement that governs the transfer of tangible research materials between the University and a third party. These agreements are processed through the Center for Technology Transfer &amp; Commercialization (CTTC).</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
| Memorandum of Understanding/ Collaboration Agreement (MUA) [Unfunded Agreements] | Depends on subject matter | Memorandum of Understanding (MOU) can cover a variety of activities for which the partners intend to collaborate. The nature of these activities will determine the appropriate routing for review and execution. *Research-related MOU's are handled by SPA.  
-MOU's for other Academic affiliations are handled by the Assistant Provost for Academic Affairs.  
-Call SPA for clarification. | Depends | Yes      | If Yes to COEUS & PEER:  
1) Log a Grant Application, Subaward or Contract Proposal & 2) Create a Contract Request in PEER if there is a G log # |
| Non-Proprietary User Agreement (NPUA)                  | Yes             | Non-Proprietary User Agreement (NPUA): serves as a “master agreement” that establishes the general terms and conditions, including disposition of intellectual property, for work performed at a FEDERAL lab user facility.  
A NPUA is appropriate when (1) all research will be non-proprietary research that advances the user’s area of interest, rather than toward producing a commercial product, (2) the user intends to publish the research results in the open scientific literature, and (3) the user does not require a proprietary level of protection for any of the output. The user may use proprietary data or software in performance of the project, as long as all the project output is non-proprietary. | No       | Yes      | Initiate a Contract Request when there is no G log or UNIV#                        |
<p>| Non-Sponsored Billing Agreements (NSBA)                | No              | A mechanism to facilitate reimbursement for non-labor expenses not covered through sponsored agreements only between Vanderbilt University and VUMC.                                                                                                                                   | n/a      | n/a      | n/a                                                                               |</p>
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<tr>
<td>Service Agreements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Initiate a Contract Request when there is no G log or UNIV#.</td>
</tr>
<tr>
<td>(A) Core Services Agreement</td>
<td>Yes</td>
<td>Simple standard contract under which a Vanderbilt Core recharge center performs a scope of work to provide services or materials for a fee. Not considered sponsored research and Vanderbilt typically does not seek to claim rights in any intellectual property that may result from work. Core agreements can be with private commercial entities or other non-profit institutions.</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#.</td>
</tr>
<tr>
<td>(B) Core Facility Use Agreement</td>
<td>Yes</td>
<td>Agreement under which the personnel of an external party comes onto Vanderbilt’s premises to use our Core lab equipment. Work is not performed by Vanderbilt personnel. Facility Use Agreements can be with private commercial entities or other non-profit institutions.</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#.</td>
</tr>
<tr>
<td>(C) Testing Service Agreement (TSA)/ Test and Evaluation Agreement</td>
<td>Yes</td>
<td>A contract by which Vanderbilt University (typically an Institute in School of Engineering) performs a scope of testing services for a fee. Not considered sponsored research and Vanderbilt typically does not seek to claim rights in any intellectual property that may result from work. Testing services agreements can be with private commercial entities or other non-profit institutions.</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#.</td>
</tr>
<tr>
<td>Sponsored Billing Agreement</td>
<td>Yes</td>
<td>A Billing Agreement is a mechanism through which VU and VUMC can contract for limited work to be performed.                                                                                                                                                                                                                                                                                                                                )</td>
<td>(Incoming: Yes)</td>
<td>Yes</td>
<td>If NO to COEUS: Initiate a Contract Request when there is no G log or UNIV#. If YES to COEUS: 1) Log a Grant Application, Subaward or Contract Proposal &amp; 2) Create a Contract Request in PEER if there is a G log #</td>
</tr>
<tr>
<td>Subaward or Subcontract: INCOMING</td>
<td>Yes</td>
<td>Issued under a prime award (grant, contract or cooperative agreement) where a portion of the scope of work is delegated by the prime award recipient to Vanderbilt University.</td>
<td>Yes</td>
<td>Yes</td>
<td>1) Log a Grant Application, Subaward or Contract Proposal &amp; 2) Create a Contract Request in PEER if there is a G log #</td>
</tr>
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<td>-------------------</td>
</tr>
<tr>
<td><strong>Subaward or Subcontract:</strong> OUTGOING</td>
<td>Yes</td>
<td>Issued under a prime award (grant, contract or cooperative agreement) where a portion of the scope of work is delegated by Vanderbilt University to a subrecipient.</td>
<td>Yes (part of prime proposal) or Add-On Sub-Recipient if added after initial proposal</td>
<td>Yes</td>
<td>1) Log a Grant Application, Subaward or Contract Proposal &amp; 2) Create a Contract Request in PEER if there is a G log #</td>
</tr>
<tr>
<td><strong>Teaming Agreement [Unfunded Agreement]</strong></td>
<td>Yes</td>
<td>A Teaming Agreement is used when two or more parties want to collaborate in producing a research proposal in response to a solicitation. Teaming Agreements usually describe the proposal to be generated by the teaming parties, objectives for each member of the team, and actions and deliverables required from each party.</td>
<td>No</td>
<td>Yes</td>
<td>Initiate a Contract Request when there is no G log or UNIV#.</td>
</tr>
</tbody>
</table>
This tutorial will demonstrate how to submit what is commonly known as a "proposal log" in PEER.

This log can take one of four distinct forms:
1) Grant Application (or Progress Report),
2) Subaward (incoming dollars with other institution as Sponsor and funding agency as "Prime"),
3) Federal Bid/Contract, or
4) VU billing agreement

Each of these types of proposal logs requires a corresponding Coeus proposal. The Coeus proposal should be completed first, and then the Coeus Proposal Development number can be used in PEER to import the PI, title, etc and reduce the need to duplicate typing.

Types 2 (Subaward), 3 (Federal Bid) and 4 (billing agreement) should be accompanied by a PEER Contract Request. Through the tutorial you will see how to generate and link a contract request to the completed proposal log.

Q: Why does central office require proposal logs?

A: The log serves as a "ticket" for central office to review your Coeus proposal. The log is how OSP knows you have a proposal in Coeus ready for us to review, and permits us to track the progress of the review and to correspond with you via comments about the proposal. The log also sets up and tracks the electronic COIs and PI Assurance for the proposal.

Q: Why is a log needed for a subcontract, doesn't that go through the VUMC Office of Contract Management (OCM)?

A: Yes, contracts will review, draft and negotiate the subcontract. However, for contracts that contain grant funds, a Subaward (incoming funds) log is completed to ensure that the Office of Sponsored Programs has reviewed the sub-award for compliance with the prime award, sponsor-related regulatory requirements, etc.

Let's get started....
The Home Dashboard

From the dashboard, click on the "Grants, Proposals & Awards" tile. This will take you to the Grants Dashboard page.

The grants dashboard page serves two purposes: 1) A full create menu on the left allows for generating new logs, requests, etc, and 2) the Active Items list shows PEER items that are being worked by OSP or are...
otherwise not yet "completed". Note the grey navigation bar where you can quickly go to the full list of items (including completed), or view COIs and PI assurances for your faculty.

To create the proposal log, click on "Log a Coeus Proposal" on the left.

**The entry Form**

![Home > Log a Coeus Proposal for a Grant Application (or Progress Report), Subaward, VU Billing Agreement or Federal Contract](image)

The most important fields to begin your log are the Proposal Development Number and Work Type. If you followed central office policy, you should have already created a Coeus Proposal and recorded the Proposal Development Number. Placing the number in this field and clicking the Import button will pull in the PI, Project Title, Work Type, KSPs and for Grant Apps only the subrecipient performance sites. The Proposal Number is a required field and you will not be able to proceed without it, so it is important to create your Coeus entry before coming to PEER.

Work Type should be imported from Coeus, but in the even it is not, you will need to understand what the two types of proposal logs are and when each is used. Your choices are Grant App, Subaward, Federal Bid or Billing Agreement. If you are submitting a progress report, use Grant App as the Work Type. If you get confused as to what type of item you should submit, click on the "Work Type Help" button, which will provide an overview of each type in a pop-up window.

Type in your Proposal Development number now and click Import. You should see the form populate with data from Coeus.
Finishing the Form - Grant Application work type

The import from Coeus will automatically identify the Work Type for you, and the form will be adjusted accordingly. There are a couple of additional fields you will have to compete manually before you can proceed. (1) Do you want any originals returned to you, and (2) optionally upload any attachments. You can also add attachments after the form is submitted.

Things to note:
(3) KSPs are imported from Coeus. These KSPs are used to set up PI Assurances and the COIs. All KSPs listed will get a COI. PEER should be able to read from Coeus if any of the KSPs is a Co-PI and flag them accordingly (thereby setting up a PI Assurance), but double check them and if you do have a Co-PI be sure the box is checked appropriately. Also note (4) that outgoing sub organizations listed in Coeus are imported over as subs in your PEER log. These can be used later after the grant is awarded to trigger new subcontract requests to the contracts office.
You're ready to click Submit.
After submitting your form, you will receive a confirmation page.

For next steps, please see the Part 2 of this tutorial for the Work Type you have submitted. (e.g. Part 2 - Grant Application work type or Part 2 - Subaward work type)
Screen Shots of How to
Create a Contract Request in PEER
| Item | Coeus Prop Dev # | Entry Date | PI | Unit | Project Title | Sponsor | Dept Owner | Work Type | Status | Due Date | SPA Specialist | Contract Request | Search |
|------|------------------|------------|----|------|---------------|---------|------------|-----------|--------|---------|----------------|------------------|-----------------|--------|
| 093177 | U0043176 | 2016-09-01 01:01 PM | Sallai, Janos | Institute for Software Integrated Systems | XCT: Extreme configurable... | Defense Advanced Research Projects Agency | McMackin, Hilda | Contract Proposal (New) | All Except Transferred | | | | |

To add a new contract request, go to the "Q" number in PEER.
Click the "View/Create Contract Request" button.
I have not started a Contract Request based on this PEER Log and want to do so now.

Create new Contract Request.
The answer to this question is "OK" if you are trying to add a Contract Request.
<table>
<thead>
<tr>
<th>Request Type</th>
<th>New Project (no existing contract #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number</td>
<td>Not yet assigned</td>
</tr>
<tr>
<td>Linked PEER Grants Item</td>
<td></td>
</tr>
</tbody>
</table>

**New Is Billing Agreement?**
- Select **Yes** if this is for VUMC/Vanderbilt Grants. Select **No** for all other contract types, including research agreements.

**Will there be participation/collaboration by any Vanderbilt Medical Center faculty/staff in this project?**
- L.E. anyone who’s paycheck comes from VUMC rather than VUT if **Yes**, you will answer a couple more questions about this below.

**Does this contract include outgoing Federal dollars?**
- See blue help button for detailed explanation. The answer should be specific to the contract at hand and this contract, not the whole project. Always answer **no** if this is IRA.

**Principal Investigator or Project Responsible Person**
- Janos Sallai

**Unit/Department**
- Institute for Software Integrated Systems

**Department Chair, Division Chief or delegated departmental approver (as applicable)**
- Abigail Regan

**Departmental Contact**
- Abigail Regan

**Project Title**
- Protocol or study title, or a descriptive title of the project.

**Does the project include research of any kind?**
- Select **Yes** if this is for VUMC/Vanderbilt Grants. Select **No** for all other contract types, including research agreements.

**If this is a subcontract under an existing agreement, enter the parent agreement’s PEER Request # here**

**Project Title**
- XCT: Extreme configurable transport stack with symbolic resource representation

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*By putting your own name in both of these spots, you can skip requiring Department Chair approval.*
**Draft**

**Contract Requests › C48849: Janos Sallai/Defense Advanced Research Projects Agency**

Complete each field below. Click "Save & Continue" to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All fields required unless otherwise indicated.

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the contract represent funds incoming to Vanderbilt or outgoing?</td>
<td></td>
</tr>
<tr>
<td>Is sponsor/other party's budget acceptable?</td>
<td>No</td>
</tr>
<tr>
<td>Is sponsor/other party's payment schedule acceptable?</td>
<td>No</td>
</tr>
<tr>
<td>Are any Federal funds included in the project (whether incoming or outgoing)?</td>
<td>No</td>
</tr>
<tr>
<td>Are any State of Tennessee funds included in the project (whether incoming or outgoing)?</td>
<td>No</td>
</tr>
<tr>
<td>Are any funds from a Non-Profit Foundation included in the project (whether incoming or outgoing)?</td>
<td>No</td>
</tr>
<tr>
<td>Budget Period Start Date</td>
<td>2016-11-01</td>
</tr>
<tr>
<td>Budget Period End Date</td>
<td>2016-12-31</td>
</tr>
<tr>
<td>Direct Cost (if funding, &quot;0&quot; or leave blank)</td>
<td>$10000</td>
</tr>
<tr>
<td>Disable Auto Calculation</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost Rate (if funding, &quot;0&quot; or leave blank)</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost Rate (auto calculated)</td>
<td>$0</td>
</tr>
<tr>
<td>Total Cost (auto calculated)</td>
<td>$10000</td>
</tr>
</tbody>
</table>

**Navigation**

- 1. General Info
- 2. Funding & Dates
- 3. Sponsor/Other Party
- 4. Questionnaire
- 5. Subcontracts
- 6. Attachments
- 7. Review & Submit

**Submission History**

- Created By: Abigail Regan
- Date Created: 2016-09-09 09:16 AM
Complete each field below. Click “Save & Continue” to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All fields required unless otherwise indicated.

Sponsor/External Party Grant Number, Agency Number, Protocol or Contract Number

DARPA-BAA-15-41

Sponsor
Who is directly giving funds to Vanderbilt? (or external party of no money)

Defence Advanced Research Projects Agency

Prime Sponsor
Who gave the sponsor the money they are now giving to Vanderbilt, if anyone? Otherwise leave blank.

Why are the Sponsor and Prime fields locked? This contract appears to be an incoming Sub-award from another institution’s grant. In this case, the contracting party and prime source of funds must match the Cores proposal/PEER Grant Proposal Log that you have linked this request to. If you need to change either one of these values, then you have probably linked to the wrong PEER Grants item. If you have made changes the proposal and need to update this request to match, click this button:

Update From Grants Item

Contact Person (whom does SPH need to contact to negotiate terms)

Bill Fakename

Contact Person's Address (optional)

Contact Person's Email Address

billfakename@gmail.com

Contact Person's Phone

111-111-1111

Name & Email are required, a phone number must be typed into the blank, but if you don't have one, just type in all “1”s.
Complete each field below. Click "Save & Continue" to move to the next step. Use the menu on the left to return to this step later if you need to make changes. All field required unless otherwise indicated.

Do you have a draft contract? (Yes, you will attach the file in steps 6. Answer "No" if you expect a contract but have not yet received from other party/sponsor)

- Yes
- No

Does the proposed project involve any one of the following: 1) Human Embryonic Stem Cells, 2) Human Pluripotent Stem Cells, or 3) Human Fetal Tissue? Select the applicable answer.

- Yes
- No

Are Human Subjects (including survey, interviews, registries, or tissue samples) to be used at Vanderbilt?

- Yes
- No

Are Vertebrate Animals to be used at Vanderbilt?

- Yes
- No

Did the PI or Responsible Person have any role in developing the scope of work/study design/protocol? If yes, please explain.

Please Explain: Fill in yes for this if any question.

Saying yes is appropriate here since the PI will at minimum approve the Scope of Work.
This question is asking if you plan to have any outgoing subcontracts (we are going to pay someone else outside of Vanderbilt University money from the anticipated contract). If yes, then this question will spur on additional questions. This can be added later, after the contract is awarded if you have unanticipated outgoing subcontracts.
Draft

Contract Requests  C48849: Janos Sallai/Defense Advanced Research Projects Agency

Connections
This Request  C48849
Request Type
New Project (no existing contract #)
Contract Number
Not yet assigned
Linked PEER Grants Item  G91177

Navigation
1. General Info
2. Funding & Dates
3. Sponsor/Other Party
4. Questionnaire
5. Subcontracts
6. Attachments
7. Review & Submit

Submission History
Created By  Abigail Regan
Data Created  2016-09-09 05:16 AM

Based on your responses, we expect the following items to be uploaded below:
- Draft Agreement
- Protocol or Scope of Work
- Budget

There may be other documents, the above is not intended to be a complete list.

Drag and drop file here to upload...
Select an attachment type...
- Agreement - Original Draft
- Agreement - Working Draft
- Agreement - Final Draft
- Agreement - Vanderbilt Executed
- Agreement - External Party Executed
- Agreement - Fully Executed
- Agreement - PI Resp Person Signed
- Amendment - Orig Draft
- Amendment - Working Draft
- Amendment - Final Draft
- Addendum to Agreement
- Budget - Draft
- Budget - Final
- Protocol/SOW - Draft
- Protocol/SOW - Final
- Informed Consent - Draft
- Informed Consent - Final
- CMS Related
- LOI

This is where you upload the Statement of Work, Budget, and any draft agreement if you have any (you may not at this stage). There might be other forms provided to you by the sponsor, this is the correct place to attach them.

Additionally, it would be beneficial and make your negotiation go faster if you would upload an “Instructions” document explaining what is desired from the SPA team in this contracts negotiation. This is not required, but if there are unusual circumstances, please don’t hesitate to explain them by typing them in a document, saving it, and uploading here. For instance, if there are forms that need to be completed along with the contract negotiations, please explain in this “Instructions Document”.

C48849 is editable only by you. Expires in 5 minute(s).
Validation failed! Please correct any errors indicated below. Return to Step 7 for a summary of all errors.

Once you have finished all steps, click the "validate" button below. Then, address any errors that may be listed. You will not be permitted to submit to SPA until the request is error-free. After submission, status will change to "pending approvals", and will remain until all required e-signatures have been made. Once all approvals are received, status will change to "submitted" and your request will be placed in the queue for review by SPA. **NOTE:** This request will not be considered "submitted" until all the approvals have been received. Use this form to acquire PI/Responsible Party and/or Chair approvals if either or both cannot be completed electronically.

**Submission Status & Approvals:**
- PI/Responsible Person has approved
  - Yes [on 2016-09-07 01:30:45 PM] from PI Assurance on G81177
- Departmental Approver has approved
  - Yes [on 2016-09-07 12:00:00 AM] from Coccus

**Request Status**
Draft

The following errors must be corrected before you may submit this contract:
- Step 6: Documents being sent via courier: Selection must be made
- Step 2: Indirects Rate: value required if there is funding involved
- Step 2: Sponsor or Prime is a Federal Agency, you must select Federal Funds = "Yes."
- Step 6: Expecting at least one attachment

This page will show you the issues with the submission. You can go back and correct them and then, once all are addressed and the appropriate approvals have been made, then it can be submitted.

Please note, as long as this is in Draft Form, no one in SPA will be notified of its existence. It must be submitted to send SPA a notification.
Initiating a Contract Request when there is no G log # or UNIV# (VU Dept):

**Step 1:** Go to the “CONTRACTS” tab, and click on “View All Requests” option.

**Step 2:** You’ll see a full list of the Contract Requests that you have open. You will click on the button: +New Request, top right button.

**Step 3:** A window will open, “CONFIRM CREATION OF DRAFT CONTRACT SUBMISSION”. Click on option: +Create Request.
Step 4: Select “Type of Request” – “New Project (no existing contract #),” then complete the rest of the Contract Request, attaching all available documentation.