## CU Anschutz/Denver Agreement Menu

The following table further breaks down the different agreement types by office, including a definition for each type of agreement, the office responsible for each agreement type, and the internal process for each type of agreement.

<table>
<thead>
<tr>
<th>Agreement Type &amp; Description</th>
<th>Responsible Department</th>
<th>Additional Information</th>
</tr>
</thead>
</table>
| **Industry-Funded Clinical Trial Agreement (CTA) or Clinical Services Agreement (CSA) involving Human Subject Research:** A CTA or CSA that is funded by a private industry and involves human subject research. Examples include:  - Investigational drug or device studies  - Post-market studies  - Medical record reviews  - Observational studies  - Registries  - Industry funded multi-site incoming subawards  - Research Collaboration Agreements  - Amendments  - Master Agreements  - Ancillary agreements related to the above list | Department: Clinical Research Administration Office (CRAO) | Required Documents:  (1) Protocol,  (2) Editable version of the Contract, and  (3) Sponsor Contact Information  
**Intake System:** The Human Subjects Research Portal. See link below:  
https://forms.ucdenver.edu/secure/rss_ra_ogc_ra |
| **Material Transfer Agreement:** A MTA is an agreement that covers the transfer of material such as cells, animals, other scientific material from one entity to another.  
*Please note that if an MTA involves more than the transfer of material, such as the sale of the material, it may fall into another category. | Department: CRAO | Required Documents:  (1) MTA Information Sheet  (2) For MTAS where UCD is receiving material, the providing entity’s MTA template.  
**Intake System:** The Human Subjects Research Portal. See link below:  
https://forms.ucdenver.edu/secure/rss_ra_ogc_ra |
**Contracts/Grants (other than above) related to Sponsored Projects:**
This includes Industry contracts without Human Subjects and Non-Industry contracts (including government and non-profit) with/without human subjects. Examples include:
- Sponsored Research Agreements (SRAs)
- Grants
- Master Agreements
- Incoming Subawards/Subcontracts
- Fellowships
- Interagency Agreements
- Collaboration/Consortium Agreements
- Amendments
- No Cost Extensions
- Ancillary agreements related to the above list, including subrecipient commitment forms

**Department:**
Office of Grants and Contracts

**Required Documents:**
1. Protocol and/or SOW if applicable
2. Budget and documentation regarding F&A amount and documentation supporting any deviations from policy
3. Editable version of the Contract, and
4. Sponsor Contact Information

**Intake System:**
Info Ed [https://era.cu.edu/] or if you've already got an InfoEd # email OGC.Contracts@ucdenver.edu

**Amendments:**
[https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form](https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form)

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**Outgoing Subcontract:**
An outgoing subcontract is an agreement made between CU Denver and another institution or organization to perform an intellectually significant portion of the SOW (Statement of Work) under a CU Denver sponsored project.

*This is distinct from agreements in which CU Denver is purchasing good or services (see Outgoing vendor/procurement agreements below).*

**Department:**
Office of Grants and Contracts

**Required Documents:**
1. Subrecipient commitment form (federal only)
2. Budget - see OGC website
3. Contract Packet
4. Statement of Work

**Intake System:**
1. Subcontracts:
   [https://ucdenverdata.formstack.com/forms/subcontract_request_form](https://ucdenverdata.formstack.com/forms/subcontract_request_form)
2. Amendments to Existing Subcontracts:
   [https://ucdenverdata.formstack.com/forms/amendment_request_form](https://ucdenverdata.formstack.com/forms/amendment_request_form)
3. Research Services Agreement (for subcontracts without a prime award):
   [https://ucdenverdata.formstack.com/forms/research_services_agreement](https://ucdenverdata.formstack.com/forms/research_services_agreement)

Any Questions can be directed to ogc.subcontracts@ucdenver.edu
### Revenue/Fee for Service Contracts:
This includes agreements related to revenue generating activities for CU Denver. Examples include:
- Consulting/Professional Service agreements not subject to the Member Practice Agreement (please check with your department administrator if you are unsure what this means)
- Letters of Agreement/other contracts related to CU Denver hosted/accredited courses/programs/conferences
- Internal Facility/Lab Use Agreements
- Revenue agreements for on-campus service centers
- External Building Use Agreements
- Sponsorship Agreements
- Amendments
- Masters

Ancillary agreements related to the above list

**Department:** Office of Grants and Contracts

**Required Documents:**
1. Contract
2. History/Background as needed

**Intake System:** Send email to OGC.Revenue@ucdenver.edu

### Equipment Loan Agreements (incoming or outgoing):
This involves the loaning of equipment from one entity to another. This includes both agreements where CU Denver is loaning equipment or when CU Denver is borrowing equipment.

**Department:** Office of Grants and Contracts

**Required Documents:**
1. Contract
2. History/Background as needed

**Intake System:** Send email to OGC.Revenue@ucdenver.edu

### Outgoing Vendor/Procurement Agreements:
This includes agreements where CU Denver is paying another entity/individual for goods or services.

**Department:** Procurement Service Center (PSC)

**Required Documents:**
1. Contract from Vendor if provided
2. Creation of Marketplace requisition
<table>
<thead>
<tr>
<th><strong>License Agreements:</strong></th>
<th><strong>Department:</strong></th>
<th><strong>Required Documents:</strong></th>
<th><strong>Intake System:</strong></th>
</tr>
</thead>
</table>
| License agreements are agreements between CU Denver and a commercial entity to grant rights to the company for the purpose of developing, making, and/or selling products based upon CU Denver’s intellectual property | CU Innovations (Formerly TTO) | (1) Contract  
(2) Name and contact info of collaborator  
(3) Contact information of other institution’s technology transfer office  
(4) University of Colorado technology case number (if applicable) | Send email to cuinnovations@ucdenver.edu |

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<thead>
<tr>
<th><strong>Inter-Institutional IP Agreements:</strong></th>
<th><strong>Department:</strong></th>
<th><strong>Required information:</strong></th>
<th><strong>Intake System:</strong></th>
</tr>
</thead>
</table>
| An agreement between academic institutions that dictates which institution will take point on intellectual property protection and commercialization. | CU Innovations (Formerly TTO) | (1) Contract  
(2) Name and contact info of collaborator  
(3) Contact information of other institution’s technology transfer office  
(4) University of Colorado technology case number (if applicable) | |

<table>
<thead>
<tr>
<th><strong>Data Use Agreements/Business Associate Agreements (BAAs):</strong></th>
<th><strong>Department:</strong></th>
<th><strong>Required Documents:</strong></th>
<th><strong>Intake System:</strong></th>
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</table>
| Includes agreements related to the use of data that CU Denver is obtaining or allowing another entity to have access to. | Office of Regulatory Compliance (ORC) | (1) Contract  
(2) Data Summary Sheet | https://redcap.ucdenver.edu |

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<tr>
<th><strong>Member Practice Consulting Agreements:</strong></th>
<th><strong>Department:</strong></th>
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</tr>
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</table>
| This includes agreements related to consulting that are subject to a Member Practice Agreement CU Medicine (formerly UPI). Examples include: Consulting or Professional Services, Expert Witness Agreements | CU Medicine (Formerly UPI) | (1) Contract  
(2) Sponsor Contact email | (1) Send via email to contractprocessing@cumedicine.us  
(2) Please use the following format for subject line: Contract with (name of company) for (name of provider) (department) |
**Gift Agreements:**
This includes agreements where CU Denver is receiving money as a gift, with no deliverables or strings attached.

- Gifts are typically donated by individuals/trusts/private or corporate foundations
- Given with “no strings” attached (only report of the use of funds is expected)
- Scholarships or educational aid (donor may not determine who receives funds)

*Please note that there is a fine line between gifts and grants. If unclear, please reach out to OGC.Contracts@ucdenver.edu*

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<table>
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<tr>
<th>Department:</th>
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<tbody>
<tr>
<td>Office of Advancement</td>
<td>CU Anschutz Advancement:</td>
</tr>
<tr>
<td></td>
<td>Kyle Jaccaud-Smith</td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:Kyle.JaccaudSmith@ucdenver.edu">Kyle.JaccaudSmith@ucdenver.edu</a>)</td>
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<td></td>
<td>Or</td>
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<td></td>
<td>CU Denver Advancement:</td>
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<tr>
<td></td>
<td><a href="mailto:advancement@ucdenver.edu">advancement@ucdenver.edu</a></td>
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</tbody>
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CU Foundation: Compliance@cufund.org