

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.

Agreement Type & Description	Responsible Department	Additional Information
<p>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:</p> <ul style="list-style-type: none"> • 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 	<p>Department: Clinical Research Administration Office (CRAO)</p>	<p>Required Documents: (1) Protocol, (2) Editable version of the Contract, and (3) Sponsor Contact Information</p> <p>Intake System: The Human Subjects Research Portal. See link below: https://forms.ucdenver.edu/secure/rss_ra_ogc_ra</p>
<p>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.</p> <p>*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.</p>	<p>Department: CRAO</p>	<p>Required Documents: (1) MTA Information Sheet (2) For MTAS where UCD is receiving material, the providing entity's MTA template.</p> <p>Intake System: The Human Subjects Research Portal. See link below: https://forms.ucdenver.edu/secure/rss_ra_ogc_ra</p>

<p>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:</p> <ul style="list-style-type: none"> • 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 	<p>Department: Office of Grants and Contracts</p>	<p>Required Documents:</p> <ol style="list-style-type: none"> (1) Protocol and/or SOW <i>if applicable</i> (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 <p>Intake System: Info Ed (https://era.cu.edu/) or if you've already got an InfoEd # email OGC.Contracts@ucdenver.edu</p> <p>Amendments: https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form</p>
<p>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.</p> <p>*This is distinct from agreements in which CU Denver is purchasing good or services (see Outgoing vendor/procurement agreements below).</p>	<p>Department: Office of Grants and Contracts</p>	<p>Required Documents:</p> <ol style="list-style-type: none"> (1) Subrecipient commitment form (federal only) (2) Budget- see OGC website (3) Contract Packet (4) Statement of Work <p>Intake System:</p> <ol style="list-style-type: none"> (1) Subcontracts: https://ucdenverdata.formstack.com/forms/subcontract_request_form (2) Amendments to Existing Subcontracts: 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 <p>Any Questions can be directed to ogc.subcontracts@ucdenver.edu</p>

<p>Revenue/Fee for Service Contracts: This includes agreements related to revenue generating activities for CU Denver. Examples include:</p> <ul style="list-style-type: none"> • 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 <p>Ancillary agreements related to the above list</p>	<p>Department: Office of Grants and Contracts</p>	<p>Required Documents: (1) Contract (2) History/Background as needed</p> <p>Intake System: Send email to OGC.Revenue@ucdenver.edu</p>
<p>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.</p>	<p>Department: Office of Grants and Contracts</p>	<p>Required Documents: (1) Contract (2) History/Background as needed</p> <p>Intake System: Send email to OGC.Revenue@ucdenver.edu</p>
<p>Outgoing Vendor/Procurement Agreements: This includes agreements where CU Denver is paying another entity/individual for goods or services.</p>	<p>Department : Procurement Service Center (PSC)</p>	<p>Required Documents: (1) Contract from Vendor if provided (2) Creation of Marketplace requisition</p>

<p>License Agreements: 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</p>	<p>Department: CU Innovations (Formerly TTO)</p>	<p>Required Documents:</p> <ol style="list-style-type: none"> (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) <p>Intake System: Send email to cuinnovations@ucdenver.edu</p>
<p>Inter-Institutional IP Agreements: An agreement between academic institutions that dictates which institution will take point on intellectual property protection and commercialization.</p>	<p>Department: CU Innovations (Formerly TTO)</p>	<p>Required information:</p> <ol style="list-style-type: none"> (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)
<p>Data Use Agreements/Business Associate Agreements (BAAs): Includes agreements related to the use of data that CU Denver is obtaining or allowing another entity to have access to.</p>	<p>Department: Office of Regulatory Compliance (ORC)</p>	<p>Required Documents:</p> <ol style="list-style-type: none"> (1) Contract (2) Data Summary Sheet <p>Intake System: https://redcap.ucdenver.edu</p>
<p>Member Practice Consulting Agreements: 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</p>	<p>Department: CU Medicine (Formerly UPI)</p>	<p>Required Documents:</p> <ol style="list-style-type: none"> (1) Contract (2) Sponsor Contact email <p>Intake System:</p> <ol style="list-style-type: none"> (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)

<p>Gift Agreements: This includes agreements where CU Denver is receiving money as a gift, with no deliverables or strings attached.</p> <ul style="list-style-type: none"> • 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) <p>*Please note that there is a fine line between gifts and grants. If unclear, please reach out to OGC.Contracts@ucdenver.edu</p>	<p>Department: Office of Advancement</p>	<p>Contacts:</p> <p>CU Anschutz Advancement:</p> <p>Kyle Jaccaud-Smith Kyle.JaccaudSmith@ucdenver.edu</p> <p>Or</p> <p>CU Denver Advancement: advancement@ucdenver.edu</p> <hr/> <p>CU Foundation: Compliance@cufund.org</p>
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