

## **SERVICES:**

### **Research Grants and Contracts**

#### *Pre-Award*

- Assistance with Proposal Preparation (non-technical)
- Proposal Review for Sponsor and University Compliance
- Review and Approval of All Proposal Budgets (Paper and Electronic) Prior to Submission to Prospective Funding Agencies
- Review and Assistance with Sponsor Certifications and Business Plans
- Obtain Legal Review of Grant and Contract Terms and Conditions
- Preparation of Institutional Approval Letters for Sponsors
- Preparation of Letters of Intent for Subcontracts
- Assist in Obtaining Approvals/Signatures from Affiliated Institutions
- Negotiation of Contract Terms with Sponsors
- Transfer of Incoming Grants

#### *Post-Award*

- Award Receipt and Processing
- Coordinate C account Set Up with Grants and Contracts Accounting
- Rebudget Approvals (IPAS form)
- Subcontract Preparation and Execution
- Preparation and Execution of Subagreements on ORA Grants and Contracts
- No-Cost Extension Requests
- Supplement Application Review and Signature
- Carry Forward Requests
- Compliance Monitoring
- Amendment Preparation and Execution
- Contract Modification Review and Approval
- Award Reporting
- Transfer of Outgoing Grants (when PI leaves University)
- Independent Contractor Agreements Preparation and Execution

### **Industry-Sponsored Contracts/Agreements**

- Contract Preparation, Review and Negotiation
  - Clinical Trial Agreements
  - Confidentiality Agreements
  - Material Transfer Agreements
- Obtain Legal Review
- Contract Extensions and Modifications

### **Service Contracts - Obtain Legal Review, Negotiate, and Execute:**

- Affiliation Agreements
- Professional Service Agreements
- Public Service Agreements
- Provider Agreements (All Colleges, except Medicine)

### **Other Contracts & Agreements - Obtain Legal Review, Negotiate, and Execute:**

- Material Transfer Agreements
- Certain License Agreements (w/o cost)
- Confidentiality Agreements associated with ORA Grants and Contracts