

ALES RESEARCH TIP SHEET #2 November 2022



1. When do you need a grant agreement?

Whenever you are conducting research with an outside organization (company, non-profit, government etc.), a research agreement is required between the outside organization and the Governors of the University of Alberta. Some general guidelines on agreements include:

- Research agreements with outside organizations are always with the Governors of the University of Alberta (UofA).
- Research agreements can be single sponsor or multi-sponsor.
- Researchers are not authorized to sign agreements on behalf of the University; the signing authority is the Vice President (Research and Innovation)'s (VPRI's) office of the Research Administrative Services (**RAS - formerly RSO**).
- RAS has UofA agreement templates **or** RAS can work with a draft agreement provided to the researcher by the outside organization.
- The mechanism to engage RAS to develop a research agreement is to submit a proposal request through your Researcher Home Page and by adding the following information:
 - Contact information for the representative from the outside organization
 - A scope of work and budget (include 30% overhead or contact our team if less than 30%)
 - In the comment section add: Draft agreement. Please assign file to a contract specialist
 - Attach the draft agreement from the outside organization (if applicable)
- Research should not begin until the agreement has been fully executed to avoid situations where expenses are incurred and funding does not materialize.

Key information on research agreements can be found on the RAS website here: <https://www.ualberta.ca/research-services-office/receive-manage-funding/finalize-funding-documentation/research-contracts/index.html>

2. Data Sharing agreements:

Data Sharing and other agreements (material transfers, confidentiality) negotiated by Technology Transfer Services (TTS) should be requested via the Agreements Portal here: <https://www.ualberta.ca/research/innovation/tech-transfer/request-an-agreement.html>

ALES Research Team:

For more information and resources check the ALES Research webpage (intranet): <https://intranet.ales.ualberta.ca/research/>