ALES RESEARCH
TIP SHEET #2
March 2025 - updated

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 research agreements on behalf of the University; the signing authority is the Vice President (Research and Innovation) through Research Administrative Services (**RAS**).
- RAS has UofA agreement templates if needed, or RAS can work with a draft agreement provided to the researcher by an outside organization.
- The mechanism to engage RAS to develop a research agreement is to submit a proposal request through your Researcher Home Page and adding the following information:
  - Contact information for the representative from the outside organization.
  - A scope of work and budget (include 30% overhead), a copy of communication with the sponsor indicating their willingness to enter into an agreement, if no draft agreement from the sponsor is being provided.
  - In the comments section add: Draft agreement. Please assign file to a Contract Specialist.
  - Attach the draft agreement from the outside organization (if applicable).
- Work should not begin until the agreement has been fully executed to avoid situations where expenses are incurred and the funding does not materialize.

Key information on research agreements can be found [here](#).

2. Non-research agreements tied to research:

Review by the University of any research-related material transfer, data sharing and confidentiality agreements should be requested via the [Agreement/Inventor Portal](#).

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

FACULTY OF AGRICULTURAL, LIFE & ENVIRONMENTAL SCIENCES