

AGREEMENT TYPES QUICK REFERENCE



AGREEMENT TYPE	CARA AGREEMENT TYPE	DESCRIPTION	INITIATING PARTY	REVIEWERS
Collaboration Agreement	Unfunded Collaboration Agreement	An agreement covering a collaboration where both Baylor and the other party are contributing to the performance of a research scope of work. This can be with a for-profit, non-profit, or academic entity. Typically, each party agrees to fund its own costs.	BU Researcher or CARA Study Staff	Pre-Award <i>Signatory Authority:</i> Lisa McKethan
Confidentiality Agreement (CDA) or Non-Disclosure Agreement (NDA)	Non-disclosure Agreement	An agreement that allows Baylor University faculty and staff to exchange confidential information with outside third parties under obligations to protect and preserve the confidentiality of the information. Generally, CDAs/NDAs are entered into for the purpose of exploring a potential research collaboration or license agreement. Subsequent collaboration should be covered by another agreement.	BU Researcher or CARA Study Staff	Research Compliance <i>Signatory Authority:</i> Deborah Holland
Consortium Agreement (CON)	Other	An agreement that governs the terms of membership in a consortium. Typically, it provides the terms and conditions under which multiple parties participate	Pre-Award	Pre-Award <i>Signatory Authority:</i> Lisa

		together under and, in support of, one or more statements of work and where each equally shares in the outcomes of the research.		McKethan and others as required
Contract	Various	Legally binding agreement signed by authorized officials from Baylor and the sponsor providing support for a specific set of tasks for the direct benefit of the sponsor. A contract contains a narrowly focused statement of work and detailed terms and conditions. If the sponsor is a US Federal Agency, the agreement is governed by the Federal Acquisitions Regulations (FARs).	Pre-Award	Pre-Award <i>Signatory Authority:</i> Lisa McKethan
Cooperative Agreement	Other	A contract in which Baylor and a Federal sponsor work collaboratively on a statement of work. The main purpose is the transfer of money, property, services, or anything of value to Baylor in order to accomplish a public purpose of support or stimulation authorized by federal statute.	BU Researcher or CARA Study Staff	Pre-Award <i>Signatory Authority:</i> Lisa McKethan
Cooperative Research and Development Agreement (CRADA)	Other	A legal agreement between a federal laboratory and Baylor to work together on a project. The agreement does not involve transfer of funds from the government. A CRADA allows the Federal Government and Baylor to optimize their resources, share technical expertise, and share intellectual property emerging from the effort. CRADAs are used by federal	BU Researcher or CARA Study Staff	Pre-Award <i>Signatory Authority:</i> Lisa McKethan

		laboratories to provide facilities, equipment, personnel, services, or other non-monetary resources in the support of a collaborative research effort.		
Data Transfer and Use Agreement (DTUA)	Data Transfer and Use Agreement	An agreement used for the transfer and use of research data between Baylor and one or more outside entities where the underlying data is nonpublic or is otherwise subject to some restrictions on its use.	BU Researcher or CARA Study Staff	Research Compliance <i>Signatory Authority:</i> Deborah Holland
Data Use Agreement (DUA)	Data Transfer and Use Agreement	An agreement between Baylor and another party (academic institution, government entity, or company) to exchange a limited data set as defined by HIPAA for the purpose of furthering research. The agreement ensures appropriate treatment of the exchanged data under privacy laws.	BU Researcher or CARA Study Staff	Research Compliance <i>Signatory Authority:</i> Deborah Holland
Equipment Loan Agreement	Other	An agreement that governs the loan of equipment from outside entities to Baylor for research purposes.	BU Researcher or CARA Study Staff	Pre-Award/Research Facilities <i>Signatory Authority:</i> Lisa McKethan and others as required
Facilities Use Agreement	N/A, use TCM process	An agreement between Baylor and outside entity granting access to one party's facilities and laboratories in order to gain	N/A, initiated by requesting party	Research facilities

		use of certain research equipment. Typically used when there is no collaboration with Baylor.		<i>Signatory Authority:</i> Research facilities
Master Agreement or Umbrella Agreement	Other	An agreement where a single sponsor intends to fund Baylor for multiple research projects over a long period of time for specific purposes, but desires an open-ended scale or scope of work for individual projects directed by multiple PIs.	BU Researcher or CARA Study Staff	Pre-Award <i>Signatory Authority:</i> Lisa McKethan
Material Transfer Agreement (MTA)	Material Transfer Agreement	An agreement that governs the transfer of non-commercial, tangible research materials between Baylor and a third party (either receiving or sending). MTAs are typically used for human tissues, transgenic animals, cell lines, gene constructs, antibodies, and chemical compounds for pre-clinical research use.	BU Researcher or CARA Study Staff	Research Compliance <i>Signatory Authority:</i> Deborah Holland
Memorandum of Understanding (MOU) or Letter of Intent (LOI)	Other	An agreement that formalizes an arrangement or relationship of goodwill between Baylor and an outside entity for purposes of reflecting the general nature of the intended relationship and advancing a future formal agreement.	BU Researcher or CARA Study Staff	Pre-Award <i>Signatory Authority:</i> Lisa McKethan
Personnel Agreement	N/A, provided by outside entity.	An agreement by which a sponsor provides salary support for a specific Baylor employee on research projects. Common personnel agreements are Intergovernmental Personnel Act (IPA)	BU Researcher or CARA Study Staff	<i>Signatory Authority:</i> Lisa McKethan

		agreements with the Veterans Affairs (VA) Administration, and Joint Personnel Agreements (JPA).		
Reliance Agreement (IRB, IACUC, or IBC)	Reliance Agreement	An agreement between Baylor and an outside institution to determine which institution will be the review board of record for a study where more than one site is engaged in research. Sometimes required for federally-funded research, it also reduces duplicative review and administrative burden.	BU Researcher or CARA Study Staff or Research Compliance	Research Compliance <i>Signatory Authority:</i> Deborah Holland
Service Agreement (SA)	N/A, use TCM process.	An agreement between Baylor and a service recipient in which the University is performing a service for hire. These agreements are only appropriate for projects that do not involve any basic or applied research.	BU Researcher or CARA Study Staff	Relevant Academic Unit <i>Signatory Authority:</i> Nancy Brickhouse
Sponsored Research Agreement (SRA)	Sponsored Programs Agreement	An agreement directly with a for-profit company providing funding for a pre-clinical or non-clinical research project. An SRA may be supported by funding from for-profit (e.g., private industry) or nonprofit (state or federal government, foundations, etc.) sponsors.	BU Researcher or CARA Study Staff	Pre-Award <i>Signatory Authority:</i> Lisa McKethan
Subaward/Subcontract	Subaward	An agreement issued to or by Baylor under a prime contract, agreement, or grant.	Pre-Award	Pre-Award <i>Signatory Authority:</i> Lisa McKethan

Teaming Agreement	Other	An agreement entered into at the pre-proposal stage of funding between Baylor and a collaborator. This agreement allows the parties to express their willingness to work together to bid on a funding opportunity, may discuss plans for a future subaward, and provides for the protection of any confidential information exchanged. These agreements are often used to propose a new cooperative research project to a sponsor — often a federal government agency — in response to a competitive request for proposal (RFP).	BU Researcher or CARA Study Staff	Pre-Award <i>Signatory Authority:</i> Lisa McKethan
Visiting Scientist Agreement (VSA)	Visiting Scholar Agreement	An agreement entered into between Baylor and another academic institution or other outside entity that outlines the terms and rules to be followed while a faculty member is visiting at the other institution.	BU Researcher or Department	Research Compliance <i>Signatory Authority:</i> Deborah Holland

The initiating party can refer to the [How to Create an Agreement](#) job aid to start the agreement workspace.

NOTE: The following agreement types are not processed through CARA. Contact the offices noted below if you have questions about these agreement types:

AGREEMENT TYPE	CARA AGREEMENT TYPE	DESCRIPTION	INITIATING PARTY	REVIEWERS
Clinical Trial Agreement (CTA) or Clinical Research Agreement (CRA)	N/A, Contact Pre-Award	An agreement directly with a for-profit company providing funding or a drug/device for a Clinical Trial. Can be for a Sponsor-Initiated or Investigator-Initial Clinical Trial.	Pre-Award	Pre-Award <i>Signatory Authority:</i> Lisa McKethan
Consulting Agreement	N/A, contact business officer	A personal agreement between faculty or other academic employees and outside entities to which the university is not a party. This activity is independent of the university and the agreements are not signed or reviewed by the university. However, consulting work must be disclosed to the university and/or receive pre-approval from the university as per policy.	None	None