Revised: May 7, 2026

COMMON EMORY AGREEMENTS PROCESSING MATRIX

This matrix is organized primarily by the nature and purpose of the agreement, not solely by document title. Responsibilities may vary based on factors such as funding source, use of Emory resources, risk profile, data access, and whether an agreement is standalone or ancillary to another agreement.

In some cases, multiple offices may have review or coordination responsibility, and related agreements may be split across sections of the matrix. Users should review all relevant sections of the matrix to confirm appropriate routing and consult the listed responsible offices when questions arise.

CONTRACT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
RESEARCH & GRANT PROPOSALS			
Funded and Unfunded Clinical Trial Agreements	OSP or ECRO	EPEX and Insight Proposals and Funded Agreements	OSP = Any clinical trial not directly funded by an industry sponsor (e.g industry flow-thru) and all clinical trials for the Department of Pediatrics [(osp-contracts@listserv.cc.emory.edu)] ECRO – any clinical research funded by and contract with an industry sponsor, except for the Department of Pediatrics ****Any phase 1-IV clinical trial will go to ECRO
Unfunded Compassionate Use Clinical Trial Agreements with an industry sponsor Funded Compassionate Use Clinical Trial Agreements with an industry sponsor	ECRO	Insight Unfunded Agreements EPEX and Insight Proposals and Funded Agreements	If the counterparty is for-profit, ECRO. If the counterparty is not-for-profit, OSP.
Incoming Funded Research Agreements	OSP or ECRO	EPEX and Insight Proposals and Funded Agreements	If the research is preclinical Exclusions are: human subjects, which goes to ECRO. If the research does not involve human subjects, OSP.
Unfunded Collaborative Research Agreements	OTT Unfunded Contracts	Insight Unfunded/Miscellaneous Agreements (Collaborative Research Agreement option)	Unfunded or internally funded Research collaboration agreements

Revised: May 7, 2026

CONTRACT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
Unfunded Research/ Clinical Agreement (using internal funds/startup funds)	School Business Officer	For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Agreements where Emory is paying external entity for research activity
Research Services Agreement (excluding research collaboration)	EU Procurement & Support Services	For Procurement: Submit contract review through Emory Express, Procurement Form *School Business Officers to conduct risk assessment in addition to dollar value to determine Procurement review requirements.	Agreements under which Emory procures services in support of research activities (e.g., data analysis, technical support, specialized services). These agreements do not constitute sponsored research, research collaboration, or research funding agreements and are distinct from OSP- or OTT-managed research agreements. Funding – grant funded. Some are discretionary funding.
Research Services Agreement - **SOWs**	Above $50K = EU EU Procurement & Support Services / *Under $50K + risk eval = School Business Officers	For Procurement: Submit contract review through Emory Express, Procurement Form For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Governed by the RSA terms negotiated by Procurement. School Business Officers must assess risk in addition to dollar value to determine whether Procurement review is required, consistent with Procurement Guidelines.
Sponsored Research Service or Related Service Agreements (excluding Core Laboratory Service Centers (Incoming funding to Emory)	OSP Contracts	EPEX Insight Proposals and Funded Agreements Please include the proposal that triggered the Agreement	OSP
Incoming Subcontracts	OSP	EPEX and Insight Proposals and Funded Agreements Please include proposal that triggered the subcontract	OSP
Outgoing Subcontracts (limited to extramurally funded awards)	Handled by the group that handled the prime award	COMPASS/ EPEX Sub Request Page	(Insight routing still pending)
CRADA Industry/Governmental Collaboration Research Agreements	OSP Contracts or OTT Unfunded Contracts depending on funding	EPEX for OSP Contracts Insight Unfunded Agreements (Cooperative Research and	OSP Contracts – CRADAs that do not include funds transfer to EMORY but related to a funded contract (OSP Contracts will collaborate with OTT Unfunded Contracts in review of IP terms)

CONTRACT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
		Development Agreements (CRADAs) option)	OTT Unfunded Contracts – CRADAs that do not include funds transfer to EMORY and related to an unfunded contract.
Teaming Agreements	OSP Contracts	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu) Insight Unfunded Agreements (Teaming Agreement option)	Agreements set forth ground rules for participation in the proposal process, usually related to Federal contract proposal submissions. OSP Contracts monitors listserv and distributes these to the assigned analyst.
Industry Grant Proposals	OSP Grants	EPEX	Where submission is to a formal published grant program
SBIR/STTR Proposals	OSP Grants	EPEX	OSP Grants team handles the proposal submission process.
SBIR/STTR Incoming Subcontracts	OSP Contracts	Notice of Grant Award and subcontract will be via Insight/ EPEXosp-contracts@listserv.cc.emory.edu	OSP Contracts team handles the contract negotiations. The Emory template agreement may be used for any company that does not have its own
Industry Clinical Study Start-Up Agreements (SSUAs)	ECRO	Via Insight / EPEX	Note: SSUA could result after study routed in EPEX, and impasse with agreement negotiations.
Consortium Agreements	OSP Contracts when related to a funded project/OTT when related to an Unfunded study	OSP Contracts Listserv or (EPEX when tied to a funded project) (osp-contracts@listserv.cc.emory.edu) Please include the proposal that triggers the Agreement OTT-MTA@emory.edu Insight Unfunded Agreements (Consortium Agreement option)	Includes consortium agreements (i) covering the participation in clinical research consortia or (ii) covering the ongoing administration of an award from a government/non-profit entity. OSP Contracts monitors listserv and EPEX (as applicable) and distributes these to the assigned analyst.
Emory Integrated Core Facility Lab Services Agreements (http://med.emory.edu/research/core_labs/service_centers.html)	SOM Dean's Office	Submit contract request through Emory Express **SOM Form**	Service agreements under which an outside entity is obtaining laboratory research services from an Emory Integrated Core Facility
Sponsored Trainings/Workshops Agreements (excluding CME activities & clinical observerships)	OSP	EPEX OSP Contracts Team Please include the proposal that triggered the agreement	General criteria: -non personal consulting related -university facilities and/or resources will be used -compensation for faculty/staff effort -payment is made to the university

CONTRACT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
Children's Healthcare of Atlanta Grant Letters of Agreement (***specific to AFLAC funding)	SOM Dean's Office	Submit contract request through Emory Express **SOM Form**	Grant letters under which Emory and CHOA exchange funds between one another pursuant to the 2015 EU-CHOA Agreement Regarding Research Oversight and Administration
VAMC Lab Services Agreements (Specific to Core Facilities)	SOM Dean's Office	Submit contract request through Emory Express **SOM Form**	Agreements where SOM is providing lab services to the VA
FAVER and VAMC salary reimbursement MOUs between SOM (****formerly known as reverse IPAs)	SOM Dean's Office	Submit contract request through Emory Express **SOM Form**	Agreements under which the SOM is reimbursing FAVER or the VAMC for a portion of the salaries for researchers working on SOM projects

continued

DATA & MATERIALS TRANSFER			
CONTRACT TYPE	**RESPONSIBLE OFFICE**	**ROUTING MECHANISM**	**COMMENTS**
Data transfer terms and conditions that are encompassed in sponsored agreement/grant	OSP Contracts or Grants Team, depending on agreement type	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu, if not already routed in EPEX)	OSP Grants Team handles FDP Attach 7 DUAs only
All other Incoming and Outgoing Data Use Agreements that are stand alone and not encompassed in a sponsored grant	OTT Unfunded Contracts	https://bit.ly/Emory_ContractConnect Insight Data Use Agreements OTT-MTA@emory.edu	See http://www.ott.emory.edu/forms/index.html for further instructions.
Outgoing Data Use Agreements (1) in which the data to be transferred is obtained directly from EHC records or collected in the principal investigator's capacity as an EHC clinician; & (2) are not encompassed in or pursuant to a current OSP or award & (3) are not under Emory IRB purview	EHC	Leisha Peters, Director Privacy leisha.peters@emoryhealthcare.org	
Clinical Material Transfer Agreements	OSP for non-industry clinical trials or industry funded clinical trial for the Dept of Pediatrics ECRO for MTAs related to industry sponsored clinical trials (except Pediatrics)	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu) Insight Material Transfer Agreements	Agreements for the transfer of any drugs devices, etc. to be used in/on/with human subjects.
Non-clinical Material Transfer Agreements	OTT Unfunded Contracts	https://bit.ly/Emory_ContractConnectInsight Material Transfer Agreements OTT-MTA@emory.edu	Agreements for the transfer of any research materials that won't be used in/on/with human subjects. See http://www.ott.emory.edu/forms/index.html for further instructions.
Emory Internal Departmental Equipment loans for non-clinical use	OTT Unfunded Contracts	https://bit.ly/Emory_ContractConnect Insight Material Transfer Agreements OTT-MTA@emory.edu	Agreements for other department/school use of equipment without payment and not for use in/on human subjects" as "transferring equipment"
Non-EHC Incoming Software or other intellectual property licensing/use agreements where (1) software is from an academic institution or industry; & (2) no fees are charged; (3) & the software is used in research project	OTT Unfunded Contracts	Insight Material Transfer Agreements OTT-MTA@emory.edu	

CONFIDENTIALITY/NON-DISCLOSURE & LICENSE AGREEMENTS			
CONTRACT TYPE	**RESPONSIBLE OFFICE**	**ROUTING MECHANISM**	**COMMENTS**
CDAs related to anticipated or current institutional research or to institutional research service agreements	OTT/OSP/ECRO depending on sponsor (industry vs non-industry) and purpose (clinical vs non-clinical)	CDA with non-industry party (including industry party for Pediatrics faculty): (osp-contracts@listserv.cc.emory.edu) CDA related to clinical trial (excluding Dept of Pediatrics): (osp-contracts@listserv.cc.emory.edu) Insight Confidential Disclosure Agreements CDA with industry party for other research-related matters OTT-MTA@emory.edu	OSP = Non-industry party to CDA & industry sponsors for Pediatrics faculty; ECRO = Clinical trial related CDAs with industry sponsors (except Pediatrics) OTT Unfunded Contracts -Other industry research-related CDAs
CDA/NDA required for product demonstrations or discussions and in order for suppliers to respond to procurement RFPs	EU Procurement & Support Services	Scott Shacter, Sr. Director, EU Procurement & Support Services Scott.Shacter@emory.edu Emory Express, Procurement Contract Request Form	
CDA related to faculty personal external activities for faculty (and staff)	SOM Dean's Office or School Business Unit	Submit an external activity request in the Agreements module in Insight (https://emory.researchinsight.org/)	- Submitted as an external activity request via Insight wherein the activity will route to appropriate school reviewers For SOM: - The faculty/staff member is the signatory. SOM's review is solely for compliance with Emory policy and not as counsel for the faculty/staff member
Outgoing Intellectual Property License Agreements	OTT	Initiated by OTT Licensing Team	Licensing agreements include all licenses for Intellectual Property managed by OTT and all licensees (academic/industry)

Revised: May 7, 2026

PROCUREMENT OF GOODS AND SERVICES (SUPPLIER AGREEMENTS) – EMORY UNIVERSITY			
CONTRACT TYPE	**RESPONSIBLE OFFICE**	**ROUTING MECHANISM**	**COMMENTS**
Goods and Services: Purchase of goods and services from third-party suppliers, including supplier quotes, professional services and consulting agreements, facility use and venue rental agreements, and other contracts that result in a purchase order or contractual payment obligation.	Above $50K = EU Procurement & Support Services / *Under $50K + risk eval. = School Business Officers	For Procurement: Emory Express, Procurement Contract Request Form For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	*School Business Officers to conduct risk assessment in addition to dollar value to determine Procurement review requirements based on Procurement Guidelines.
Domestic Independent Contractor	Above $50K <u>or</u> under $50K with changes to standard Independent Contractor Template = EU Procurement & Support Services *Under $50K + no template changes + risk eval. = School Business Officers	For Procurement: Emory Express, Procurement Contract Request Form For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Emory must ensure that individuals are properly classified as an employee or an independent contractor to meet IRS guidelines. Review Classification with the IRS | Emory University | Atlanta GA for more information before drafting an Independent Contractor Agreement.
International Independent Contractor	Global Services	Sarah Harlan Zegeye, Dir, Global Ops & Services sarah.harlan@emory.edu	May seek assistance from OGC
Purchasing Consortium / Group Purchasing Organization Agreements for Goods and Services	EU Procurement & Support Services	Scott Shacter, Sr. Director, EU Procurement & Support Services Scott.Shacter@emory.edu	Only Procurement & Support Services can enter into a Consortium or GPO on behalf of the university.
Equipment Loan/Lease Agreements for non-clinical use (Emory leasing equipment from a supplier with or without payment)	EU Procurement & Support Services	Scott Shacter, Sr. Director, EU Procurement & Support Services Scott.Shacter@emory.edu	May seek assistance from LITS International Lease: Coordinate with Global Services, Sarah Harlan Zegeye, Dir, Global Ops & Services sarah.harlan@emory.edu and Office of General Counsel Risks include but not limited to installation, integration, supplier access to data, systems, or facilities, indemnification, insurance, and liability as well as sometimes the zero cost agreements have embedded or hidden obligations now or in the future.

CONTRACT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
Business Associate Agreements that are not tied to arrangements flowing through research administration (n)or through any other responsible office (ie if BAA is tied to an agreement a group/office is handling, the group/office will coordinate with OGC; if not need to reach out to OGC directly) If PHI is shared pursuant to a goods or services procurement agreement, the associated Business Associate Agreement must be reviewed through Procurement as part of the underlying contract review.	Office of General Counsel	For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Obtain assistance from the Office of Compliance & the Office of General Counsel as needed. CBOs are authorized to process if there are no changes to Emory's BAA, with copy to OGC.
Research Services Agreements and associated Scopes of Work	-	-	Refer to guidelines under **RESEARCH & GRANT PROPOSALS** of this document.
Space Use Agreements: **With payment to venue.**	Above $50K = EU Procurement & Support Services / *Under $50K + risk eval = School Business Officers	For Procurement: Emory Express, Procurement Contract Request Form SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	*School Business Officers to conduct risk assessment in addition to dollar value to determine Procurement review requirements based on Procurement Guidelines.
Space Use Agreements: **No payments**	School Business Officer	For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Obtain assistance from the Office of General Counsel as needed.
Memo of Understanding Function as a precursor to a contract (even if labeled "non-binding")	EU Procurement & Support Services	For Procurement: Emory Express, Procurement Contract Request Form SOM: Submit contract through Emory Express SOM form	Often not legally binding and not meaningly enforceable.

CONTRACT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
		For other units: Send contract to School CBO	
Letters of Intent	EU Procurement & Support Services when financial commitment or elevated risk exists Otherwise, originating department with OGC consultation as appropriate.	For Procurement: Emory Express, Procurement Contract Request Form SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Letters of Intent are generally discouraged and should be used only where necessary Procurement & Support Services must review any LOI that obligates the University to distribute funds, establishes binding commitments, or involves significant financial, legal, or operational risks.
Revenue Share Agreements: Concession agreement, vending services, food service/dining services agreement, Commission, revenue-share / profit-share / percentage of gross sales, managed services with commission / minimum guarantee	EU Procurement & Support Services	For Procurement: Submit contract review through Emory Express, Procurement Contract Request Form	For any dining or vending agreement, coordinate with Finance and Business Operations, Rachel Fest, rfest@emory.edu. Review with Susan Clark, Director of Tax sclar38@emory.edu.

Continued

MISC CONTRACTS PROCESSED BY INDIVIDUAL SCHOOLS			
CONTRACT TYPE	**RESPONSIBLE OFFICE**	**ROUTING MECHANISM**	**COMMENTS**
Outgoing or incoming Employee Lease or Services Agreements	School Business Officer	For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Emory employees providing administrative services on behalf of Emory SOM to a third party
MOUs establishing relationships with international academic institutions	School Business Officer	For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Coordinate with Global Services, Sarah Harlan Zegeye, Dir, Global Ops & Services sarah.harlan@emory.edu and Office of General Counsel
Agreements under which a faculty member is providing services to an academic or professional journal and is making use of Emory resources (e.g., time, personnel, materials, etc.)	School Business Officer	For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	
Faculty 3-way appointments among SOM, faculty, and outside academic institution	School Business Officer	For SOM: Submit contract through Emory Express SOM form For other units: Send contract to School CBO	Faculty appointments among the Emory, a faculty member, and an outside institution at which a faculty member is assuming a part-time faculty appointment
Observership Agreements under which outside physicians observe clinical patient procedures within EHC facilities using a company's device and the company pays Emory for the training	SOM Dean's Office	Submit contract request through Emory Express **SOM Form** For other Schools/units: Office of General Counsel	- Non personal consulting related - University &/or healthcare facilities and/or resources will be used - Faculty/staff effort is required - Payment is made to the SOM
SOM Faculty Institutional Consulting Agreements	SOM Dean's Office	Submit contract request through Emory Express **SOM Form**	SOM may enter into consulting agreements with outside entities when faculty services do not use SOM resources and meet criteria under the Sponsored Consulting Agreements Policy; arrangements that do not meet these criteria must be negotiated and executed by OSP.

CONTRACT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
Non-sponsored Research Emory Autism Center Agreements	SOM Dean's Office	Submit contract request through Emory Express **SOM Form**	E.g., Monarch program services to school districts, services to GVRA, etc.
Personal external consulting arrangements for faculty (and staff)	SOM Dean's Office or School Business Unit	Submit an external activity request in the Agreements module in Insight (https://emory.researchinsight.org/)	- Submitted as external activity request via Insight wherein the activity will route to appropriate school reviewers For SOM: - The faculty/staff member is the signatory. The School's review solely for compliance with Emory policy and not as counsel for the faculty or staff member.
DAR Externship MOU	SOM Dean's Office	Submit contract request through Emory Express **SOM Form**	For students from veterinary schools engaging in a clinical training experience within DAR
Non-Research, Non Goods and Services Agreements under which activities are primarily at Emory National Primate Research Center	Emory National Primate Research Center	Yoko Hammond, CBO Emory National Primate Research Center yhammon@emory.edu	

FACILITIES, REAL ESTATE, AND CONSTRUCTION AGREEMENTS

CONTRACT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
Real estate leases	CS Real Estate Services	Sara Lu, Dir. of Real Estate, Campus Services sara.lu@emory.edu	
Construction and Renovations	CS Planning Design & Construction	CS Work Management Center – cscsc@emory.edu	
Campus Facilities, Equipment Maintenance, Exterior landscape	CS Facilities Management	CS Work Management Center – cscsc@emory.edu	

Continued

CONTINUING MEDICAL EDUCATION AGREEMENTS			
CONTRACT TYPE	**RESPONSIBLE OFFICE**	**ROUTING MECHANISM**	**COMMENTS**
CME Event Sponsorship Agreements with Sponsors when Event is managed through Emory's CME Office	CME	Karlotta Brown, Assoc. Dir., Programs kcaldw2@emory.edu	
CME Event Sponsorship Agreements with sponsors when event is managed through an outside CME accrediting organization	Emory Advancement & Alumni Engagement	Submit contract to the Emory Advancement & Alumni Engagement for review and execution	

HR DATA SERVICES – CONTRACTOR AFFIDAVITS & E-VERIFY			
CONTRACT TYPE	**RESPONSIBLE OFFICE**	**ROUTING MECHANISM**	**COMMENTS**
Contractor Affidavits and E-verify certifications	Data Services	Explain request & email document to: HR-EU_DataServices@emory.edu Contact person if no response received: Sherry Stodghill, Manager, Data Services, Human Resources smcken2@emory.edu	

Appendix

Abbreviation	Definition
BAA	Business Associate Agreement – Agreement governing HIPAA-related obligations when a party handles protected health information on behalf of Emory.
CBO	Chief Business Officer – Sr. executive responsible for overseeing the administrative, financial, and operational functions of a specific school, college, or division.
CDA	Confidential Disclosure Agreement – Agreement governing the exchange of confidential information, often used in research-driven industries such as pharmaceuticals, biotech
CME	Continuing Medical Education – Educational activities for maintaining professional medical licensure.
CRADA	Cooperative Research and Development Agreement – Agreement for collaborative research between Emory and industry or government partners.
DUA	Data Use Agreement – A Data Use (Transfer) Agreement (DUA/DTA) is a contractual document that allows Emory University Investigators to access, obtain, or transmit patient/human subject data or images from/to an outside party for use in research. The data or images may be full Protected Health Information (PHI), a Limited Data Set, or de-identified within the meaning of the Health Insurance Portability and Accountability Act of 1996
ECRO	Emory Clinical Research Office – Office responsible for industry-funded clinical research agreements and related contracts.
EHC	Emory Healthcare, Inc., the entity which employs the non-physician healthcare employees.
EPEX	Emory Proposal Express – System used for routing sponsored research proposals and related agreements.
EU	Emory University – Refers to the academic institution (distinct from Emory Healthcare).
GPO	Group Purchasing Organization – Consortium that aggregates purchasing volume to obtain pricing and contract terms for goods and services.
IRB	Institutional Review Board – Committee responsible for oversight of research involving human subjects.
IP	Intellectual Property – Patents, copyrights, data, inventions, or other proprietary rights.
MOU	Memorandum of Understanding – Agreement outlining roles and expectations, typically non-financial.
MTA	Material Transfer Agreement – Agreement governing the transfer of research materials between institutions.
NDA	Non-Disclosure Agreement – Agreement governing confidentiality.
OGC	Office of the General Counsel – Emory's legal office providing legal review and advice.
ORA	Office of Research Administration – Umbrella term referencing research administration functions (including OSP).
OSP	Office of Sponsored Programs – Office responsible for sponsored research proposals and funded research agreements.
OTT	Office of Technology Transfer – Office responsible for intellectual property, licensing, MTAs, and certain unfunded research agreements.
PO	Purchase Order – Authorized binding terms and conditions issued by Procurement for the purchase of goods or services.
SBIR	Small Business Innovation Research – Federal program supporting research and commercialization through small businesses.
SOM	School of Medicine – Emory University School of Medicine.
SSUA	Study Start-Up Agreement – Agreement addressing site start-up terms for clinical studies.
STTR	Small Business Technology Transfer – Federal program supporting cooperative research between small businesses and research institutions.
VAMC	Veterans Affairs Medical Center – Federal medical centers affiliated with Emory for certain research and service agreements.