

CONTRACTS MATRIX

AGREEMENT TYPE	RESPONSIBLE OFFICE	ROUTING MECHANISM	COMMENTS
RESEARCH & GRANT PROPOSALS			
Funded and Unfunded Clinical Trial Agreements	OSP/OTT Industry Contracts depending on sponsor (industry vs non-industry)	EPEX	OSP = Any clinical trial not funded by an industry sponsor OTT Industry Contracts = Any clinical trial funded by an industry sponsor
Unfunded Compassionate Use Clinical Trial Agreements with an industry sponsor Funded Compassionate Use Clinical Trial Agreements with an industry sponsor	OTT Industry Contracts	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu) EPEX	
Funded Research Agreements	OSP/OTT depending on sponsor (industry vs non-industry)	EPEX	OSP = Funded Research agreements not funded by an industry sponsor OTT Industry Contracts = Funded Research agreements funded by an industry sponsor
Unfunded Research Agreements	OTT Unfunded Contracts	OTT-MTA@emory.edu	OTT Contracts Specialist = Unfunded or internally funded Research collaboration agreements
Incoming Subcontracts	OSP/OTT depending on sponsor (industry vs non-industry)	EPEX Please include proposal that triggered the subcontract	OSP = Incoming subcontracts under prime non-industry funding OTT Industry Contracts = Incoming subcontracts under prime industry funding
Outgoing Subcontracts	Handled by the group that handled the prime award	COMPASS/ EPEX	

CRADA Industry/Governmental Collaboration Research Agreements	OSP Contracts or OTT Unfunded Contracts depending on funding	EPEX for OSP Contracts OTT-MTA@emory.edu for OTT Unfunded Contracts	OSP Contracts – CRADAs that do not include funds transfer to EMORY (OSP Contracts will collaborate with OTT Unfunded Contracts in review of IP terms) OTT Unfunded Contracts – CRADAs that do not include funds transfer to EMORY
Sponsored Research Service or Related Service Agreements (excluding Core Laboratory Service Centers:)	OSP Contracts /OTT Industry Contracts depending on sponsor (industry vs non-industry)	EPEX Please include the proposal that triggered the Agreement	OSP = Research service or related service agreements not funded by an industry sponsor OTT Industry Contracts = Research service or related service agreements funded by an industry sponsor
Teaming Agreements	OSP Contracts	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu)	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	EPEX	
SBIR/STTR Incoming Subcontracts	OTT Industry Contracts	Notice of Grant Award and explanation to be provide via OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu)	Typically the Emory template agreement will be used
Consortium Agreements	OSP Contracts/OTT Industry Contracts/OTT Unfunded contracts depending on funding and ultimate source of funds (industry vs non-industry)	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu) Please include the proposal that triggers the Agreement OTT-MTA@emory.edu (unfunded consortium agreements)	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 distributes these to the assigned analyst. (Note exception: OTT Industry Contracts is responsible for all MMRC (as opposed to MMRF) agreements and for any consortium where the primary source of funding will be industry.)
Application Forms to Access Government Databases Related to Sponsored Research Activities	Handled by the group that handled the prime award	OSP: route to assigned OSP Analyst	

DATA & MATERIALS TRANSFER			
Data transfer terms and conditions that are encompassed in a non-industry sponsored agreement/grant	OSP Contracts	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu , if already routed in EPEX)	The NIA's "Submitter Information and Certifications" document is an example of these
All other Incoming Data Use Agreements	OTT Unfunded Contracts	OTT-MTA@emory.edu	See http://www.ott.emory.edu/forms/index.html for further instructions.
Bi-lateral Data Use/Transfer agreement	OTT Unfunded Contracts	OTT-MTA@emory.edu	OTT Unfunded Contracts will work with the SOM Dean's office to address outgoing Data requirements for SOM/EHC data obtained under approved IRB protocol or waiver of authorization
Outgoing Data Use Agreements that are not encompassed in or pursuant to a current OSP or OTT award in which data to be transferred is sourced from database records in the SOM or collected from EHC pursuant to an SOM IRB-approved protocol	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	See https://med.emory.edu/research/resources/data_transfer_agreements.html for further instructions.
Outgoing Data Use Agreements (1) in which the data to be transferred is obtained directly from Emory Healthcare records or collected in the principal investigator's capacity as an Emory Healthcare clinician; (2) are not encompassed in or pursuant to a current OSP or OTT award and (3) are not under Emory IRB purview	EHC	Anne Adams, Emory Healthcare Chief Compliance Officer anne.adams@emoryhealthcare.org	
Outgoing Data Use Agreements that are not encompassed in or pursuant to a current OSP or OTT award in which data to be transferred is sourced from database records in the School of Public Health or collected from EHC pursuant to an SPH IRB-approved protocol	RSPH	Kimberly Maune, Assoc. Dean, Finance Admin Kimberly.maune@emory.edu	
Outgoing Data Use Agreements that are not encompassed in or pursuant to a current OSP or OTT award in which data to be transferred is sourced from database records in Emory College		Dr. Ronald Calabrese, Sr. Associate Dean of Research Administration biolrc@emory.edu	

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Clinical Material Transfer Agreements (clinical trial agreements with no funding and an industry provider)	OTT Industry Contracts	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu)	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	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.
Equipment Loan Agreements for non-clinical use	OTT Unfunded Contracts	OTT-MTA@emory.edu	Agreements for transferring equipment without payment and not for use in/on human subjects
CONFIDENTIALITY/NON-DISCLOSURE AGREEMENTS (CDA/NDA) & LICENSE AGREEMENTS			
CDA's related to anticipated or current institutional research or to institutional research service agreements	OTT/OSP depending on sponsor (industry vs non-industry) OTT Unfunded Contracts	CDA with non-industry party: (osp-contracts@listserv.cc.emory.edu) CDA with industry party for clinical trial: (osp-contracts@listserv.cc.emory.edu) CDA with industry party for other research-related matters: (OTT-MTA@emory.edu)	OSP = Non-industry party to CDA OTT Industry Contracts = Industry clinical trial CDA's OTT Unfunded Contracts -Other industry research-related CDA's
CDA related to SOM faculty personal external activities	SOM Dean's Office	https://www.ecoi.emory.edu	Submitted as a personal external activity via eCOI & the faculty member is the signatory. The Dean's Office's reviews solely for compliance with Emory policy.
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)
CDA required for product demonstrations or discussions and in order for vendors to respond to procurement RFPs	EU Procurement/Contract Administration	Scott Shacter, Director, Contract Administration Scott.Shacter@emory.edu	
SERVICE & BUSINESS ASSOCIATE AGREEMENTS			

Vendor Agreements for the purchase of goods and services	EU Procurement/Contract Administration/OTT	EU Procurement/Contract Administration: Scott Shacter, Director, Contract Administration Scott.Shacter@emory.edu	EU Procurement/Contract Administration = Agreements for purchase of goods and agreements for contracted services performed on a work-for-hire basis where Emory owns all resulting IP (copyrights, patents, etc.).
Service/Subcontract Agreements where Emory is the sponsor (e.g. paying for services or subcontracting to outside parties and funding originates from internal sources such as gifts, startup funds, discretionary funds, etc.)	School Chief Business Officers in collaboration with OGC	Send contract to School CBO, CBO will contact OGC	
SOM Agreements with CHOA and GIT for purchase of research labor hours of students and trainees and for use of space using internal, non-sponsored funds	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	
Facility Use/Venue Rental Agreements	EU Procurement/Contract Administration	Scott Shacter, Director, Contract Administration Scott.Shacter@emory.edu	
Paid Non-EHC Incoming Software licensing/use agreements	EU Procurement/Contract Administration	Scott Shacter, Director, Contract Administration Scott.Shacter@emory.edu	May seek assistance from Marc Overcash
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	OTT Unfunded Contracts	OTT-MTA@emory.edu	
EHC Software licensing/use agreements	EHC IT	Katherine Casey, Director IT Administration, katherine.casey@emoryhealthcare.org	Contracts for new applications or significant upgrades should be preceded by requests into the IS New Request process at the following URL:

		Contract communications should be addressed to IS Contracts (is.contracts@emoryhealthcare.org)	http://www.ourehc.org/departments/is/governance/newitrequeststemp.html
Agreements to purchase equipment to be used for patient care	EHC Purchasing	Lee Partridge, Director Materials Management lee.partridge@emoryhealthcare.org	
Outside parties wishing to obtain services from an SOM Core Lab, Services Agreements (List of Core Laboratory Service Centers http://med.emory.edu/research/core_labs/service_centers.html)	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	
Non SOM Business Associate Agreements	School CBO in collaboration with Office of Compliance	School CBO should review with Carol McMahon (OC) Carol.e.mcmahon@emory.edu	OC will review request and confirm BAA is necessary
SOM HIPAA Business Associate Agreement that are not tied to arrangements flowing through research administration (BAA)	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	Review with Stephanie Maffett (stephanie.maffett@emory.edu) in OGC & Carol McMahon (carol.e.mcmahon@emory.edu) in OOC
Sponsored Trainings/Workshops Agreements (excluding CME activities & clinical observerships)	OTT/OSP depending on the sponsor (industry vs non-industry).	EPEX Please include the proposal that triggered the agreement	OSP = agreements not funded by an industry sponsor OTT Industry Contracts = agreements funded by an industry sponsor -non personal consulting related -university facilities and/or resources will be used -compensation for faculty/staff effort -payment is made to the university
Industry Clinical Study Start-Up Agreements	OTT Industry Contracts	OSP Contracts Listserv (osp-contracts@listserv.cc.emory.edu)	
Non-Research Agreements under which activities are primarily at Yerkes	Yerkes	Yoko Hammond, CBO Yerkes yhammon@emory.edu	
VARIOUS CONTRACTS			

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Agreements to establish affiliations for the clinical training of SOM students, residents, and fellows and to establish such affiliations with outside trainees obtaining clinical training through an SOM-established academic program (i.e., MD program, Allied Health program, or GME program)	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	
Externs and visitors to the SOM Division of Animal Resources	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	
Outgoing SOM Employee Lease or Services Agreements	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	Emory SOM employees providing administrative services on behalf of Emory SOM to a third party
Outgoing and Incoming CHOA employee lease agreements	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	Emory SOM and CHOA leasing employees to one another
Incoming & outgoing RSPH-Related Employee Lease Agreements	RSPH	Kimberly Maune, Assoc. Dean, Finance Admin Kimberly.maune@emory.edu	Emory RSPH employees providing services on behalf of Emory to a third party.
Incoming & outgoing Emory College-Related Employee Lease Agreements	Emory College Office of Faculty	Dr. Carla Freeman, Sr. Associate Dean of Faculty cfree01@emory.edu	Emory College employees providing services on behalf of Emory to a third party.
Agreements under which a SOM faculty member is providing services to an academic or professional journal and is making use of Emory resources (e.g., time, personnel, materials, etc.)	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	
Agreements under which a RSPH faculty member is providing services to an academic or professional journal and is making use of Emory resources (e.g., time, personnel, materials, etc.)	RSPH	Kimberly Maune, Assoc. Dean, Finance Admin Kimberly.maune@emory.edu	
Agreements under which an Emory College faculty member is providing services to an academic or professional journal and is making use of Emory	Emory College		Emory College faculty is the signatory. The faculty member should disclose the activity through eCOI.

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resources (e.g., time, personnel, materials, etc.)			
Agreements to engage professional consulting and other independent contractor services for the benefit of the SOM	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	Some examples are SEATEC Letters, Standardized Patient Agreements, and various professional consulting agreements.
Agreements to engage professional consulting and other independent contractor services for the benefit of the RSPH, including special contracts granting temporary faculty appointments	RSPH	Kimberly Maune, Assoc. Dean, Finance Admin Kimberly.maune@emory.edu	
Agreements to engage professional consulting and other independent contractor services for the benefit of Emory College, including special contracts granting temporary faculty appointments	Emory College Office of Faculty	Dr. Carla Freeman, Sr. Associate Dean of Faculty cfree01@emory.edu	
Agreements under which the SOM is paid to provide clinical training and proctoring for other healthcare professionals within SOM or EHC facilities	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	-non personal consulting related -university facilities and/or resources will be used -faculty/staff effort is required -payment is made to the SOM
Personal External Consulting Agreements for SOM faculty	SOM Dean's Office	https://www.eCOI.emory.edu	Submitted as a personal external activity via eCOI & the faculty member is the signatory. The Dean's Office's reviews solely for compliance with Emory policy..
Personal External Consulting Agreements for RSPH faculty	RSPH	Department Administrative Director	
Personal External Consulting Agreements for Emory College faculty	Emory College	https://www.eCOI.emory.edu	Emory College faculty member is the signatory. The faculty member should disclose the activity though eCOI.

Investigator Meeting Agreements	SOM Dean's Office	https://www.eCOI.emory.edu	Agreements that provide for reimbursement of travel expenses for faculty members and/or study staff to attend meetings pertaining to a clinical trial that Emory is evaluating or has decided to participate in. Processed through eCOI & the faculty member/study staff member is the signatory.
Continuing Medical Education Agreements			
CME Event Sponsorship Agreements with Sponsors when Event is managed through Emory's CME Office	CME	Karlotta Brown, Assoc. Dir., Programs kcaldw2@emory.edu	
SOM CME Event Sponsorship Agreements with sponsors when event is managed through an outside CME accrediting organization	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	Not always necessary because sometimes the CME accrediting organizations execute the agreements directly with the sponsor. In some cases though, Emory executes them with the Sponsor.
SOM Agreements with CME Accreditation Providers	SOM Dean's Office	Zainab Wurie Harvey, Asst. Dir., Faculty Affairs Administration zwurie@emory.edu	When Dept. uses outside accrediting organization instead of the Emory CME Office
Miscellaneous Agreements handled outside ORA/SOM Dean's Office			
Real estate leases	CS Real Estate Services	Sara Lu, Dir. of Real Estate, Campus Services sara.lu@emory.edu	
Contractor Affidavits and E-verify certifications	Data Services	Sherry Stodghill, Manager, Data Services, Human Resources smcken2@emory.edu	