

Sponsored and collaborative activities are cleared through various offices of the Executive Vice President for Research and Innovation (EVPRI) to assure appropriate treatment in the university system. This guide will help you determine which office within EVPRI to contact regarding your specific request or project. If you are uncertain where to turn, please contact any of the offices below. We will determine which is the appropriate office to handle the matter, and we will get it into the proper hands.

**Clinical Contracts Division (CCD)**

[clincon@louisville.edu](mailto:clincon@louisville.edu)

502.852.8359

**Office of Industry Engagement (OIE)**

[engage@louisville.edu](mailto:engage@louisville.edu)

502.852.7253

**Office of Technology Transfer (OTT)**

[thinker@louisville.edu](mailto:thinker@louisville.edu)

502.852.2965

**Sponsored Programs Administration (SPA)**

[grntmgmt@louisville.edu](mailto:grntmgmt@louisville.edu)

502.852.3788

**A project described as...**

**Is handled by...**

**Submit or contact...**

**Nondisclosure Agreement (NDA)**

**NDA for a potential clinical project<sup>i</sup>** with an industry sponsor

Clinical Contracts Division (CCD)

[NDA Request Form<sup>ii</sup>](#)

**NDA for a potential nonclinical project<sup>iii</sup>** with an industry sponsor

Office of Industry Engagement (OIE)

Contact [NDA@louisville.edu](mailto:NDA@louisville.edu) to discuss.<sup>ii</sup>

**NDA to discuss existing university intellectual property or project** with an outside party

Office of Technology Transfer (OTT)

Contact [NDA@louisville.edu](mailto:NDA@louisville.edu) to discuss.<sup>ii</sup>

**Clinical Project<sup>i</sup>**

**Clinical project funded by an industry or private nonprofit sponsor**—including clinical trial, research, data registry, tissue repository, service, equipment loan, project involving existing university technology or intellectual property

Clinical Contracts Division (CCD)

[Part A TRIA](#) and [Part B MIRA<sup>iv</sup>](#)

**Proposal for a clinical project to be submitted directly to the federal government**, regardless of whether project is performed at UofL, affiliated hospitals or other sites

Sponsored Programs Administration (SPA)

[PCF<sup>v</sup>](#) with [Clinical Attachment](#)

**Proposal for a clinical project to be submitted directly to an industry or nonprofit sponsor**, regardless of whether project is performed at UofL, affiliated hospitals or other sites

Clinical Contracts Division (CCD)

[PCF<sup>v</sup>](#) with [Clinical Attachment](#)

**Master clinical agreement** with an industry or private nonprofit sponsor establishing terms and conditions under which future projects will be performed

Clinical Contracts Division (CCD)

Contact CCD to discuss.

## A project described as...

## Is handled by...

## Submit or contact...

### Nonclinical Project<sup>iii</sup>

**Proposal for a project to be submitted directly to federal, state or local government or a private nonprofit organization**—including research, training, other sponsored activity, service, fellowship

Sponsored Programs Administration (SPA)

[PCF<sup>v</sup>](#)

**Project funded directly by an industry sponsor**, even if primary funding is federal (including SBIR/STTR programs), state, local or private nonprofit

Office of Industry Engagement (OIE)

[PCF<sup>v</sup>](#)

**Master agreement** with an industry sponsor establishing terms and conditions under which future projects will be performed

Office of Industry Engagement (OIE)

Contact OIE to discuss.

### Material Transfer Agreement (MTA)

**Standalone MTA** (not contained within another agreement)

Office of Technology Transfer (OTT)

Contact OTT to discuss.

### Intellectual Property

**License** or **Option** to existing university technology or intellectual property

Office of Technology Transfer (OTT)

Contact OTT to discuss.<sup>vi</sup>

**Inter-institutional agreement** for joint technology or intellectual property research/development project with another institution

Office of Technology Transfer (OTT)

Contact OTT to discuss.<sup>vi</sup>

### Change to Existing Project

**Amendment** or **modification** to an existing agreement

Office that handled original agreement<sup>vii</sup>

Contact the office of origin to discuss.<sup>viii</sup>

**Revision** to an existing chartfield (account)

Office that handled original chartfield<sup>vii</sup>

Contact the office of origin to discuss. CCD and OIE also accept the [IBED form](#).

<sup>i</sup> Clinical project: Research conducted with human subjects or on material of human origin such as tissues, specimens, and cognitive phenomena. Contact Brennan Cox, [brennan.cox@louisville.edu](mailto:brennan.cox@louisville.edu), with questions regarding the definition of clinical projects.

<sup>ii</sup> If the other party has provided a template nondisclosure or confidentiality agreement, please send us a copy.

<sup>iii</sup> Nonclinical project: Any project that does not fit into the definition of “clinical project.” Examples: Animal studies, research into engineering applications. Contact Matthew Hawthorne, [matthew.hawthorne@louisville.edu](mailto:matthew.hawthorne@louisville.edu), with questions regarding the definition of nonclinical projects.

<sup>iv</sup> Part A TRIA: If the other party has provided a template agreement, please include it along with a protocol or statement of work, draft budget, Informed Consent & Research Authorization (HIPAA) Form. Follow with signed Part B MIRA prior to contract execution.

<sup>v</sup> PCF (Proposal Clearance Form): Please include a budget and justification, abstract, completed electronic submission forms and sponsor’s policy of receipt and requirements. For clinical projects, include the Clinical Attachment Form. Submit for review 5 full business days before sponsor’s submission deadline.

<sup>vi</sup> Please let us know the other party’s contact information and the technology or intellectual property involved.

<sup>vii</sup> Former Office of Industry Contracts: Clinical Division is now Clinical Contracts Division; Nonclinical Industry Collaborations Division is now Office of Industry Engagement. Office of Grants Management is now known as Sponsored Programs Administration.

<sup>viii</sup> If the other party has provided an amendment or modified notice of award, please send us a copy.