**A Guide to Which EVPRI Offices Handle Which Projects**

Sponsored activities must be cleared through the office 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 project.

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| **A project described as…** | **Is handled by…** | **Submit or contact…** |
| **Nondisclosure or Confidentiality Agreement (NDA or CDA)** **Clinical → Clinical Contracts Division (CCD)** **Nonclinical → Office of Industry Engagement (OIE)** **Existing UofL IP → Office of Technology Transfer (OTT)** |
| **NDA** with an industry sponsor when the potential project is clinical (involving human subjects)  | Clinical Contracts Division (CCD) | * Electronic, modifiable copy of nondisclosure agreement (if the other party has not provided a template agreement, CCD will use the ULRF template)
* NDA Request Form
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| **NDA** with an industry sponsor when the potential project is nonclinical | Office of Industry Engagement (OIE) | Please contact our designated OIE/OTT NDA contact (Mary Anne Copeland, macope01@louisville.edu) to discuss. If the other party has supplied a draft or template, please include that. |
| **NDA** with an outside party to discuss existing university technology or intellectual property | Office of Technology Transfer (OTT) | Please contact our designated OIE/OTT NDA contact (Mary Anne Copeland, macope01@louisville.edu) to discuss. If the other party has supplied a draft or template, please include that. |
| **Clinical Project (Involving Human Subjects)** **Industry or Nonprofit Sponsor → Clinical Contracts Division (CCD)** **Federal Government Sponsor → Sponsored Programs Administration (SPA)** **Industry Sponsor, Human Material Only → Office of Industry Engagement (OIE)** |
| **Clinical trial** funded by an industry or private nonprofit sponsor | Clinical Contracts Division (CCD) | * Clinical trial agreement (if the other party has not provided a template agreement, CCD will use the ULRF template)
* Protocol
* Part A TRIA

If available:* Draft budget
* Informed Consent & Research Authorization (HIPAA) Form

Your contract specialist will use these documents to begin negotiating an agreement with the sponsor, and will contact you to discuss the need for letters of indemnification or facility use agreements. A signed Part B MIRA must be received by the CCD prior to contract execution. |
| **Project with clinical components** but not specifically a clinical trial, funded by an industry or private nonprofit sponsor—such as clinical research, clinical registry (involving data), clinical repository (involving tissue), service, equipment loan | Clinical Contracts Division (CCD) | * Clinical agreement (if the other party has not provided a template agreement, CCD will use the ULRF template)
* Statement of work
* Part A TRIA

Your contract specialist will use these documents to begin negotiating an agreement with the sponsor, and will contact you to discuss the need for letters of indemnification or facility use agreements. A signed Part B MIRA must be received by the CCD prior to contract execution. |
| **Investigator-initiated** **clinical project** involving existing university technology or intellectual property when direct funding will be received from a commercial or private nonprofit sponsor | Clinical Contracts Division (CCD) | * Clinical agreement (if the other party has not provided a template agreement, CCD will use the ULRF template)
* Statement of work
* Part A TRIA
* Please identify the existing university technology or intellectual property

Your contract specialist will use these documents to begin negotiating an agreement with the sponsor, and will contact you to discuss the need for letters of indemnification or facility use agreements. A signed Part B MIRA must be received by the CCD prior to contract execution. |
| **Proposal** **for any 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) | * Signed PCF with Clinical Attachment
* Budget justification
* Abstract
* Completed electronic submission forms
* Policy of receipt and requirements

Submit 5 full business days before sponsor’s submission deadline. |
| **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) | * Application in sponsor’s format
* Signed PCF with Clinical Attachment

Submit 5 full business days before sponsor’s submission deadline. |
| **Proposal** **for a project** **whose only clinical component** **is human material** (“yes” on PCF 5.c, involves specimens, tissues or personally identifiable data/information; but “no” on 5.a, not a CTA) to be submitted directly to an industry sponsor | Office of Industry Engagement (OIE) | * Application in sponsor’s format
* Signed PCF with Clinical Attachment

Submit 5 full business days before sponsor’s submission deadline. |
| **Master agreement** with an industry or private nonprofit sponsor establishing terms and conditions or a template agreement under which future clinical projects or work orders will be performed | Clinical Contracts Division (CCD) | Contact CCD to discuss. |
| **Nonclinical Project** **Government or Nonprofit Sponsor → Sponsored Programs Administration (SPA)** **Industry Sponsor → Office of Industry Engagement (OIE)** |
| **Proposal for a project** **of any type** (research, training, other sponsored activity, service, fellowship) to be submitted directly to federal, state or local government or a private nonprofit organization | Sponsored Programs Administration (SPA) | * Signed PCF
* Budget justification
* Abstract
* Completed electronic submission forms
* Policy of receipt and requirements

Submit 5 full business days before sponsor’s submission deadline. |
| **Project in which a small business** partners with the university under the Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) program | Office of Industry Engagement (OIE) | * Signed PCF
* Budget
* Budget justification
* Statement of work

Submit 5 full business days before sponsor’s submission deadline. |
| **Project** **funded directly by an industry** **sponsor**, even if primary funding is federal, state, local or private nonprofit | Office of Industry Engagement (OIE) | * Signed PCF
* Budget
* Budget justification
* Statement of work
* Application in sponsor’s format, if applicable

Submit 5 full business days before sponsor’s submission deadline. |
| **Investigator-initiated project** involving existing university technology or intellectual property when direct sponsorship is federal, state, local or private nonprofit | Sponsored Programs Administration (SPA) | * Signed PCF
* Budget
* Budget justification
* Statement of work
* Application in sponsor’s format, if applicable
* Please identify the existing university technology or intellectual property

Submit 5 full business days before sponsor’s submission deadline. |
| **Investigator-initiated project** involving existing university technology or intellectual property when direct sponsorship is industry/commercial | Office of Industry Engagement (OIE) | * Signed PCF
* Budget
* Budget justification
* Statement of work
* Application in sponsor’s format, if applicable
* Please identify the existing university technology or intellectual property

Submit 5 full business days before sponsor’s submission deadline. |
| **Master agreement** with an industry sponsor establishing terms and conditions or a template agreement under which future projects or work orders will be performed | Office of Industry Engagement (OIE) | Contact OIE to discuss. |
| **Material Transfer Agreement (MTA)** **Material Transfer → Office of Technology Transfer (OTT)** |
| **Standalone MTA** (not contained within another agreement) | Office of Technology Transfer (OTT) | Contact OTT for more information. |
| **Intellectual Property** **Intellectual Property → Office of Technology Transfer (OTT)** |
| **License** to existing university technology or intellectual property | Office of Technology Transfer (OTT) | If you’ve been approached by a company looking to license existing university technology or intellectual property, please contact OTT for more information. Please include the proposed licensee information and the technology or intellectual property they are interested in. |
| **Option** to existing university technology or intellectual property | Office of Technology Transfer (OTT) | If you’ve been approached by a company looking to option existing university technology or intellectual property, please contact OTT for more information. Please include the other party’s information and the technology or intellectual property they are interested in. |
| **Inter-institutional agreement** for joint technology or intellectual property research/development project with other institutions | Office of Technology Transfer (OTT) | Contact OTT for more information. Please include the proposed collaborators and a description of the project and technology or intellectual property involved. |
| **Amendment or Change to Existing Project** **Amendment → Office of Origin** |
| **Amendment or modification** to the terms and conditions of an existing agreement | Office that handled the original agreement | * Amendment or modified notice of award
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| **Revision** to an existing chartfield (account) | Office that handled the original chartfield | Contact the office of origin to discuss. |

If none of the descriptions above matches your specific project, please contact any of the offices below. We will determine which group has the best resources to handle the project and get it into the proper hands.

**Sponsored Programs Administration (SPA),** grntmgmt@louisville.edu, 502.852.3788

**Clinical Contracts Division (CCD),** clincon@louisville.edu, 502.852.8359

**Office of Industry Engagement (OIE),** engage@louisville.edu, 502.852.7253

**Office of Technology Transfer (OTT),** thinker@louisville.edu, 502.852.2965