

Key Documents

Administrators and researchers are expected to complete certain documents such as a Statement of Work and a formal Research Contract. Often, sponsors request that *other* documents also be filled out and signed:

Memorandum of Understanding – a Contract that outlines the terms and conditions of a project.

Data Use Agreement – a Contract that outlines the terms and conditions governing the use of an entity's data. These agreements are commonly required for access to various Federal Databases.

Non-Clinical Confidential Disclosure Agreement/Non-Disclosure Agreement/Proprietary Information Agreement – a Contract that outlines the disclosure and use of proprietary information. Generally WSU is affirming that it will not disclose the other party's confidential information.

Equipment Loan Agreement – a Contract that outlines the terms and conditions for equipment being loaned to WSU.

Allocation of Rights – a Contract that outlines who owns Intellectual Property before, during, and after a project.

License Agreements – a Contract that outlines terms and conditions of use. Contract Administration process these when the item is being loaned or donated to WSU for a research project. Purchasing processes these when an item is being purchased.

Supplier Agreements – these are forms of various lengths asking for information such as Federal Identification Number, DUNS Number, type of business, banking information for wire transfers, etc. Vendors need this information in order to process payments to WSU for your hard work. Contract Administration keeps this information on file.

Please remember to submit an Affirmation Memo with all contracts. This form can be found on the SPA website. All contracts are reviewed by WSU Office of General Counsel, Research Compliance- Export Control, and Technology Commercialization as applicable.

If you have any questions about research contracts or any of the documents listed above, please contact Patty Yuhás Kieleszewski, Associate Director, at 313-577-9227 or email aa6841@wayne.edu.