

Guidance for New Agreements: Funded and Unfunded

Faculty members may engage in a number of different agreement types with entities outside of the University of Arizona. Grants, contracts, data-sharing agreements, and other non-UArizona affiliation agreements represent our institution's exciting ability to collaborate with outside stakeholders. However, these agreements also pose risk to the University and Faculty when they are not set up with the appropriate oversight and support.

Steps to take:

- Before initiating an agreement with a Non-UArizona entity*, regardless of whether the agreement will be funded or unfunded, the Research Support Team (RST) needs to be involved.
 - Involving the RST early allows us to support the process and liaise between all groups at the University that will help put the agreement into place.
 - This includes but is not limited to: Sponsored Projects & Contracting Services (SPCS), the Financial Services Office (FSO), Purchasing & Contracting Support (PACS), and the Conflict of Interest Program (COI). To avoid delays, please do not bypass the RST when working on agreements with other UArizona offices.
- There are internal approvals at the College/University level that must be processed to act on an agreement. If these have not been addressed during the initiation period, the agreement may be placed on an unanticipated hold while those approvals are obtained.

Signing Agreements

Agreements with outside entities need to be signed by an individual with Signature Authority for the University. These agreements should never be signed by a faculty member on behalf of the institution. Faculty members do not have Signature Authority for the University and will be personally liable for any agreement signed without proper oversight. Having the agreement signed by the appropriate party ensures that all compliance measures have been taken into consideration and that the faculty member and the institution are adequately protected in the event of contractual issues.

If a faculty member currently has or is considering an agreement with a non-UArizona entity, whether funded or unfunded, please reach out to:

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**A Non-UArizona entity is defined as any organization outside of the University, such as: Federal Agencies, State Agencies, Other Universities, Local School Districts, Foundations, Private Companies, etc.*

Please note, though they fall within the Arizona Board of Regents (ABOR), formal agreements are still required for work done with Arizona State University (ASU) and Northern Arizona University (NAU).