

What are Master Agreements?

Master Agreements, also referred to as "blanket" or "umbrella" agreements, are agreements that entail agreed-upon terms and conditions between ASU and a sponsoring agency where more than one research project is contemplated between a sponsor and ASU.

Why would a Master Agreement be requested from a sponsoring agency?

A sponsoring agency that expects to fund multiple research projects at ASU over an extended period of time may ask for a Master Agreement. The Master Agreement will govern all research activities supported by that sponsor at ASU without the necessity of renegotiating important terms and conditions between the parties for each new project or task.

What are pre-negotiated legal terms and conditions of a Master Agreement?

Pre-negotiated legal terms and conditions may include but are not limited to the following:

- Publication
- Confidentiality
- Indemnification
- Publicity
- Rights and procedures to terminate the project
- Insurance, warranties, liability, governing law, and other items necessary for contracts
- Intellectual Property
- Subawards

The process for requesting a Master Agreement and the internal review process:

A Contract Task will be created in ERA Agreements using the agreement type "MA" and assigned to a GCO.

- Task will be assigned per WI-SN-60

<https://researchadmin.asu.edu/procedures/submit-and-negotiate/wi-sn-60>

The Master Agreement internal review and approval process:

The GCO will perform the following steps:

- Notify PNT or OIRC Leads of the Master Agreement, and determine that a Master Agreement is necessary and/or is the appropriate contract vehicle.
 - The Lead will notify the Director if it is determined that the Master Agreement should proceed. At a minimum, the Director will need to know the scope of the Master, Sponsoring Agency, Period of Performance and ASU internal faculty and staff involved.
- Identify an ASU PI, department, laboratory, or center who will commit to administering proposals and award processes under the Master Agreement.
- Request a description of the research that the sponsoring agency anticipates funding under the Master Agreement, with at least a partial list of the departments, laboratories, or centers in which the research may take place.
- At completion of negotiations and receipt of the fully signed Master Agreement, distribute via email the Master Agreement to the PI and RA and other parties (AzTE, ORIA, etc.) as needed, upload a copy of the signed agreement into ERA Agreements and Finalize Agreement. Be sure to complete the pertinent fields when adding the new Master Agreement to ERA. A copy of the signed Master Agreement does not get distributed to AMT.

The process for requesting a project (Task Order) be executed under an existing Master Agreement:

For Task Orders issued against a Master Agreement. A Task Request should be created in ERA, by selecting "Sponsored Project Agreement (SPA)" as the "Agreement type." This will enable the ability to tie the project (Task Order) to the Master Agreement within ERA.

Length of the process:

The length of time from the request to develop a Master Agreement until the agreement is ready to sign can be lengthy and considerably longer than a standard Sponsored Research Agreement. The length of time depends upon the complexity of the agreement and what types of activities it must govern.

Maintenance of existing Master Agreements:

All master agreements will be reviewed by PNT or OIRC annually to determine if the agreement is expired or still active. The assigned GCO will contact the PI to confirm whether the agreement is still needed and needs to be extended or is no longer needed. Should the agreement no longer be needed, PNT or OIRC will add the following language in the "brief description" box: "*Expired Do Not Use*".

If a master agreement is expiring and the Sponsor or ASU faculty member or unit requests for it to be extended, the GCO should notify the PNT or OIRC Lead before proceeding.

The Lead will notify the Director of request along with what and if any business decisions would be continuing if the Master Agreement were to be extended.

Q & A:

Q: How to communicate with GCO Officers and overall PNT or OIRC?

A: The GCO Officers can be contacted directly through the ERA system and/or by using Outlook. For general inquiries, PNT can be contacted through the following email address: proposalsandnegotiations@asu.edu. OIRC can be contacted through the following email address: industryagreements@asu.edu.

Q: When the GCO receives a request to create a Master Agreement and a subsequent Task Order under that same agreement, will this create two separate tasks in ERA for that GCO?

A: Yes.