1. **List of Agreement Types:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **AGREEMENT TYPE** | **PREFIX** | **DEFINITION** | **TEMPLATES** |
| 1 | Consortium Agreement | CON | A consortium is two or more institutions working on the same project, either funded directly by the supporting agency or one prime institution subcontracting out the funds to the other members of the consortium. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |
| 2 | Data Use Agreements/Business Associate Agreement | DUA | A Data Use Agreement (DUA) or Business Associate Agreement (BAA) is a contractual document used for the transfer of data that has been developed by nonprofit government or private industry, where the data is nonpublic or is otherwise subject to some restrictions on its use. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * DUA BAA Internal Request Form * BAA (ASU as Business Associate) * BAA (ASU as Covered Entity) * OKED Letterhead |
| 3 | End User License Agreement | ULA | An End User License Agreement (EULA) is a legal contract between a software application author or publisher and the user of the application. The EULA, often referred to as the “software license,” is similar to a rental agreement; the user agrees to pay for the privilege of using the software, and promises the software author or publisher to comply with all restrictions stated in the EULA. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |
| **#** | **AGREEMENT TYPE** |  |  | **TEMPLATES** |
| 4 | External Sales/Recharge Center | REC | An External Sales/Recharge Agreement vehicle supports both; (1) Recharge Centers which are entities within the university that provide fee-based services to the ASU research community and (2) External Sales provides billable services/products to a Non-ASU  For additional information see [Research Administration Recharge Centers](https://researchadmin.asu.edu/recharge-centers/recharge-definitions). | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead * Service Agreement |
| 5 | IP Agreement | IP | An IP Agreement is a contractual document that identifies the rights and obligations of the Parties with respect to intellectual property for a particular project. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |
| 6 | Master Agreement | MA | A contract reached between parties, in which the parties agree to most of the terms that will govern future transactions or future agreements. A master agreement permits the parties to quickly negotiate future transactions or agreements, because they can rely on the terms of the master agreement, so that the same terms need not be repetitively negotiated, and to negotiate only the deal-specific terms. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |
| 7 | Modification/Amendment | MOD | Modification or Amendment to an existing agreement. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * Modification for non-monetary * OKED Letterhead |
| **#** | **AGREEMENT TYPE** | **PREFIX** | **DEFINITION** | **TEMPLATES** |
| 8 | Material Transfer Agreement | MTA | Material Transfer Agreements (MTAs) are contractual documents used for the acquisition of various biological and research materials, and occasionally data, developed by nonprofit, government and private industry. Often these materials are a necessary component of a research project and are available only from a sole source. | These will be the only templates displayed in the My Actions - Generate Agreement drop down list box:   * MTA Internal Request Form * MTA Incoming * MTA Outgoing * MTA Outgoing/ Incoming * OKED Letterhead |
| 9 | NDA | NDA | A non-disclosure agreement (NDA), also known as a confidentiality agreement (CA), confidential disclosure agreement (CDA), proprietary information agreement (PIA), or secrecy agreement, is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to or by third parties. | These will be the only templates displayed in the My Actions - Generate Agreement drop down list box:   * NDA Internal Request Form * Mutual NDA * Multi-Party NDA * One Way NDA ASU Receiving * One Way NDA ASU Sharing * OKED Letterhead |
| 10 | Other - MOU; LOI; (Non-Monetary) | OTH | Intent to define a relationship with no enforceable Terms & Condition's. Does not Bind parties. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |
| 11 | Pre-Contract Authorization | PCA | Sponsor approved ASU to begin work or ASU has authorized Subrecipient to begin work prior to formal agreement being executed. | These will be the only templates displayed in the My Actions - Generate Agreement drop down list box:   * OKED Letterhead |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **AGREEMENT TYPE** | **PREFIX** | **DEFINITION** | **TEMPLATES** |
| 12 | RFP/Proposal | RFP | Request for Proposal (Contract Task to review Terms & Conditions; Proposal Stage) | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |
| 13 | Sponsored Project Award | SPA | A project supported by an external funding source under a mutually binding agreement that restricts the use of funds to the approved project and stipulates other conditions with which the university must comply. Also includes Service Agreements. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead * Sponsored Research Agreement Cost Reimbursable * Sponsored Research Agreement Fixed Price |
| 14 | Subawards | SUB | A legal instrument to provide support for the performance of any portion of the substantive project or program for which the recipient received this award and that the recipient awards to an eligible subrecipient. | These will be the only templates displayed in the My Actions - Generate Agreement drop down list box:   * FDP CR * FDP Foreign CR * FDP FP * FDP Foreign FP   Sub User Note: Will need to pull appropriate Attachment 2 based on Prime Sponsor outside of ERA because if you go to Generate Agreement it will overlay the previous version.   * Federal Subcontract CR * Federal Subcontract FP * Non-Federal CR * Non-Federal FP * NAU LOU * UA LOU |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **AGREEMENT TYPE** | **PREFIX** | **DEFINITION** | **TEMPLATES** |
| 15 | Subaward Modification Bilateral | SMB | A modification to an existing subaward which requires signature of both parties | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * FDP Bilateral Amendment * Federal Subagr Bilateral Amendment (Non-FDP) * Federal Subcon Bilateral Amendment * Non-Federal Subagr Bilateral Amendment * NAU LOU Bilateral Amendment * UA LOU Bilateral Amendment |
| 16 | Subaward Modification Unilateral | SMU | A modification to an existing subaward which requires the signature of ASU only | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * FDP Unilateral Amendment * Federal Subagr Unilateral Amendment (Non-FDP) * Federal Subcon Unilateral Amendment * Non-Federal Subagr Unilateral Amendment * NAU LOU Unilateral Amendment * UA LOU Unilateral Amendment |
| 17 | Subaward At-Risk | SAR | Authorization to Proceed letter is issued when the Subrecipient needs to begin work prior to ASU receiving an award. This may only be used in an at-risk instance. A Subaward Agreement will be issued once ASU receives the award. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * ATP Letter * ATP Letter (simple) * ATP Amendment |
| 16 | Teaming Agreement | TA | An arrangement between 2 or more companies, either as a partnership or joint venture, to perform on a specific contract. The team itself may be designated to act as the prime contractor; or one of the team members may be designated to act as the prime contractor, and the other member(s) designated to act as subcontractors. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |
| 17 | Template | TEM | Template Development or Revision for organizational initiatives. (Examples: Template MOU’s for a particular program, Student NDA Exit Agreements, Visiting Scientist Engineer Agreement, Consortium…) | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |
| 18 | Unknown | UNK | Select when unsure of what category Agreement is. Will be changed by GCO Agreement Reviewer when negotiating. | These will be the only templates displayed in the My Actions – Generate Agreement drop down list box:   * OKED Letterhead |