
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

Creation and Approval of Contracts/Other Agreements Involving WVCTSI Funds

Overview

The West Virginia Clinical & Translational Science Institute realizes the importance of collaborating with external organizations and/or individual experts to engage in clinical and translational research. Often this requires an agreement to remit allowable compensation for services and/or protection of intellectual property created from such endeavors.

Purpose

The purpose of this policy is to identify the procedure by which WVCTSI researchers and other associated personnel should implement to negotiate contracts or other agreements with external organizations and/or individual experts from WVCTSI funds.

Scope

This policy applies to all administrative and professional staff funded in part or in whole by the WVCTSI as well as all sponsored projects/initiatives supported by WVCTSI funds.

Clarification

WVCTSI agencies/partner sites should follow their institutional policies and procedures regarding the negotiation of contracts and/or agreements. If these contracts and/or agreements require a budget modification request, then WVCTSI partner sites will follow the process outlined in applicable standard operating procedure (SOP). The policy detailed here applies to central staff of the West Virginia Clinical and Translational Science Institute.

Definitions

Staff – administrative or professional personnel whose primary appointment rests with the West Virginia Clinical and Translational Science Institute

Agencies – West Virginia University, West Virginia University Research Corporation, West Virginia University Healthcare doing business as WVU Medical Corporation or University Health Associates, Charleston Area Medical Center, WV School of Osteopathic Medicine

Principal Investigator - the HSC employee (usually a faculty member) who is responsible for the proper conduct of research or other activity described in a proposal for an award. This role is often used interchangeably with the role of Program Director on a sponsored project/program.

Sponsored Programs - programs or projects that are funded by an external entity through an award (grant, contract, etc.) to the West Virginia University Research Corporation (WVURC) or West Virginia University (WVU). Sponsored programs include activities such as research, instruction, service, and other sponsored activities.

Policy

The WVCTSI will negotiate and subsequently process all service agreements as well as independent contract agreements in accordance with applicable guidelines, policies, as well as procedures issued by federal authority, NIH, and WVU.

Procedures

For all contracts and/or agreements involving WVCTSI that are classified as a service agreement, the researcher/other personnel should contact the Director of Research Administration for guidance as well as the necessary documents required to process the contract/agreement. All other agreements/contracts that fall into the following categories will be processed through the appropriate WVU central administrative unit:

1. Contracts/agreements that fall under one of the following categories shall be routed through WVU OSP using KC-Blue Sheet and consistent with the WVU policy on “Submission of Proposals for Extramural Support”:
 - a. Memorandum of Understanding (MOU) that Involve Extramural Funding
 - b. Memorandum of Agreement (MOA) that Involve Extramural Funding
 - c. Proposals to and proposed contracts between WVU or WVURC and industrial partners for research services, training, services and other sponsored activities
 - d. Industry sponsored clinical trial agreements

2. Other types of agreements that fall under one of the following categories shall be routed through the Office of Technology Transfer:
 - a. Material Transfer Agreements (MTA)
 - b. Confidentiality Agreements.
 - c. Data Use Agreements.
 - d. Non-Disclosure Agreements (NDA).
 - e. Intellectual Property Agreements (IP).

Roles and Responsibilities

The responsibility for interpretation of this policy rests with the Director of WVCTSI.

References and Authority

- WVU Office of Sponsored Programs – Award Negotiation: <http://osp.research.wvu.edu/award-negotiation>
- WVU Office of Technology Transfer: <http://techtransfer.research.wvu.edu/forms>
- WVU Procurement – Policies and Procedures: <http://procurement.wvu.edu/manuals-procedures>

Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17


 Approved By _____ Date 3/07/17