<table>
<thead>
<tr>
<th>Agreement Type</th>
<th>Description</th>
<th>Department Responsible for the Agreement</th>
<th>Additional Information</th>
</tr>
</thead>
</table>
| Industry-Funded: Clinical Trial Agreement (CTA), Clinical Services Agreement (CSA) | A CTA or CSA that is industry-funded and involves human subject research. These may be either industry- or investigator-sponsored studies. Examples include:  
• Investigational drug or device studies  
• Post-market studies  
• Medical record reviews  
• Observational studies  
• Registries  
• Industry funded multi-site incoming subawards  
• Research Collaboration Agreements  
• Amendments  
• Master Agreements  
• Ancillary agreements related to the above list | Department: Clinical Research Administration Office (CRAO) | Required Documents:  
(1) Protocol,  
(2) Editable version of the Contract, and  
(3) Sponsor Contact Information  
*Intake System:* Info Ed (era.cu.edu). See Attachment for Instructions. |
| Compassionate Use, or Expanded Use/Emergency Use INDs/IDEs, or Humanitarian Use Device/Exemption (HUD/HDE) | This type of agreement covers the terms of treatment using an unapproved drug or device *outside a clinical trial.* | Department: CRAO | Required Documents:  
(1) Protocol,  
(2) Editable version of the Contract, and  
(3) Sponsor Contact Information  
*Intake System:* Info Ed (era.cu.edu). See Attachment for Instructions. |
| Material Transfer Agreements (MTAs) | A MTA is an agreement that covers the transfer of material from one entity to another. This includes projects where UCD is sending or receiving material.  
**Many agreements could be labeled as MTAs, however, the scope of work may go beyond** | Department: CRAO | Required Documents: The web-based form below will guide you to the appropriate attachments.  
*Intake System:* https://forms.ucdenver.edu/secure/rss_ra_ogc_ra |
January 11, 2016

<p>| Confidentiality Disclosure Agreements (CDAs) / Non-Disclosure Agreements (NDAs) | A CDA/NDA is an agreement between at least two parties that outlines confidential material, know, or information that the parties wish to share with one another for a specific purpose, but wish to restrict access to or by third parties. | Department: CRAO | Required Documents: (1) Editable version of the Contract, and Intake System: <a href="https://forms.ucdenver.edu/secure/rss_ra_ogc_ra">https://forms.ucdenver.edu/secure/rss_ra_ogc_ra</a> |</p>
<table>
<thead>
<tr>
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<th>Description</th>
<th>Department</th>
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</tr>
</thead>
</table>
| All other Contracts/Grants (other than those above) related to Sponsored Projects | This includes Industry contracts without Human Subjects and Non-Industry contracts (including government and non-profit) with/without human subjects. Examples include::  
  - Sponsored Research Agreements (SRAs)  
  - Grants  
  - Master Agreements  
  - Incoming Subawards/Subcontracts  
  - Fellowships  
  - Interagency Agreements  
  - Collaboration/Consortium Agreements  
  - Amendments  
  - No Cost Extensions  
  - Ancillary agreements related to the above list | Department: Office of Grants and Contracts | Required Documents:  
(1) Protocol, if applicable,  
(2) Editable version of the Contract, and  
(3) Sponsor Contact Information  
Intake System: Info Ed (era.cu.edu). See Attachment for Instructions. |
| Outgoing Subcontracts | An outgoing subcontract is an agreement made between CU Denver and another institution or organization to perform an intellectually significant portion of the SOW (Statement of Work) under a CU Denver sponsored project.  
*This is distinct from agreements in which CU Denver is purchasing good or services (see Outgoing vendor/procurement agreements below). | Department: Office of Grants and Contracts | Required Documents:  
(1) Subcontract request form  
(2) Subrecipient commitment form (if applicable)  
Intake System:  
(1) Send via email to OGC.Subcontracts@ucdenver.edu  
More Information:  
http://www.ucdenver.edu/research/OGC/Pages/subcontracts.aspx |
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Department:</th>
<th>Required Documents:</th>
<th>Intake System:</th>
</tr>
</thead>
</table>
| **Revenue/Fee For Service Contracts** | This includes agreements related to revenue generating activities for CU Denver. Examples include:  
  - Consulting/Professional Service agreements not subject to the Member Practice Agreement (please check with your department administrator if you are unsure what this means)  
  - Letters of Agreement/other contracts related to CU Denver hosted/accredited courses/programs/conferences  
  - Internal Facility/Lab Use Agreements  
  - Revenue agreements for on-campus service centers  
  - External Building Use Agreements  
  - Sponsorship Agreements  
  - Amendments  
  - Masters  
  - Ancillary agreements related to the above list | Office of Grants and Contracts | (1) Contract  
 (2) Sponsor contact email | | (2) Send via email to TK Keith via Thomas.KeithIII@ucdenver.edu |
| **Equipment Loan Agreements**     | This involves the loaning of equipment from one entity to another. This includes both agreements where CU Denver is loaning equipment or when CU Denver is borrowing equipment. | Office of Grants and Contracts | (1) Contract  
 (2) Sponsor contact email | | (1) Send via email to TK Keith via Thomas.KeithIII@ucdenver.edu |
| **Outgoing Vendor/Procurement Agreements** | This includes agreements where CU Denver is paying another entity/individual for goods or services. | Procurement Service Center (PSC) | (1) Contract from Vendor if provided  
 (2) Creation of Marketplace requisition | |
| License Agreements | License agreements are agreements between CU Denver and a commercial entity to grant rights to the company for the purpose of developing, making, and/or selling products based upon CU Denver’s intellectual property | Department: CU Innovations (Formerly TTO) | Required Documents:  
1. Contract  
2. Name and contact info of collaborator  
3. Contact information of other institution’s technology transfer office  
4. University of Colorado technology case number (if applicable) |
|-------------------|-------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|
| Inter-Institutional IP Agreements | An agreement between academic institutions that dictates which institution will take point on intellectual property protection and commercialization. | Department: CU Innovations (Formerly TTO) | Required information:  
1. Contract  
2. Name and contact info of collaborator  
3. Contact information of other institution’s technology transfer office  
4. University of Colorado technology case number (if applicable) |
| Data Use Agreements/ Business Associate Agreements (BAAs) | Includes agreements related to the use of data that CU Denver is obtaining or allowing another entity to have access to. | Department: Office of Regulatory Compliance (ORC) | Required Documents:  
1. Contract  
2. Data Summary Sheet |
| Member Practice Consulting Agreements | This includes agreements related to consulting that are subject to a Member Practice Agreement CU Medicine (formerly UPI). Examples include:  
  • Consulting services  
  • Clinical services | Department: CU Medicine (Formerly UPI) | Required Documents:  
1. Contract  
2. Sponsor contact email |

**Intake System:**

- License Agreements: Marketplace
- Inter-Institutional IP Agreements: Inter-Institutional IP Agreements
- Data Use Agreements/ Business Associate Agreements (BAAs): Data Use Agreements/ Business Associate Agreements (BAAs)
- Member Practice Consulting Agreements: https://forms.ucdenver.edu/secure/rss_ra_ogc_ra

**Intake System:**

- Send via email to Rob Shikiar at Robert.Shikiar@upicolo.org
- Please use the following format for subject line: Contract with (name of company) for (name of provider) (department)
| Gift Agreements | This includes agreements where CU Denver is receiving money as a gift, with no deliverables or strings attached. | **Department:** Office of Advancement | Please contact your department administrator on how to move forward. |
Creating a Routing for non-Grants.gov Proposals

Fall 2016
Create New Proposal
**Proposal Questionnaire**

1. Creator of proposal will automatically be PI. Update this accordingly.

2. Locate PI, select profile with a Sponsored Programs/Gifts org. code, and click **Select**.

**If there is no Sponsored Programs/Gifts profile listed for the PI, select a different profile and the correct org. code can be added later.**
Proposal Questionnaire

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Coulombe Mansfield, Marilyne G Change

Step 1: Create a ‘New’ Proposal

- Create a New Proposal

Step 1: Continued

- Select from Grants.gov Opportunities
- Select from Grants.gov Opportunities
- Select from all SPIN Opportunities
- Setup Proposal Manually

Step 2: Please Select a Proposal Type

- New
- Resubmission - New
- Competing Continuation
- Resubmission - Competing Continuation
- Renewal
- Non-Competing Continuation
- Resubmission - Non-Competing Continuation
- Supplement
- Amendment/Modification/Revision
- Administrative Modification/Correction

Select accordingly.
Proposal Questionnaire

If Default Sponsor is selected, please e-mail ERASupport@ucdenver.edu with the sponsor name and web address so this is added to our database.
Verify all information before creating the proposal. Click the “Back” button to revise any fields.
After you click “Create Proposal”, the Setup Questions screen appears. From this point forward, changes must be made inside the proposal.

You will now have a system assigned proposal number (top left corner), remember to write this down!

If you later decide you do not need this proposal, you must send a request to erasupport@ucdenver.edu to have the team delete this for you.

The InfoEd proposal will automatically populate some fields depending on the information that was previously entered. Ensure the information is correct for all of the questions, even if values are entered by default. When finished, select “Save and Continue”.

Quick Tip - mark this tab completed LAST! Any future edits on this page will remove all “completed” check marks on the other proposal tabs.
**Setup Questions**

**Deadline Information**
- **Deadline Type**: Sponsor Receipt
- **Deadline Date**: 30-Sep-2016
- **Deadline Time**: 5:00:00 PM
- **Deadline Time Zone**: (UTC-07:00) Mountain Standard Time (Mountain Time (US & Canada))

**General Proposal Properties**
- **Will your proposal include any Subawardees?**: Yes
- **Will your proposal involve the use of Human Subjects?**: Yes
- **Will your proposal involve the use of Laboratory Animals?**: Yes
- **Will your proposal be a training grant?**: Yes
- **Associated Departments**:
  - 21465 - Om S/RG-CCTCARE SALES & SERVICES
  - 21462 - SOM / S/RG-CCTCARE SPONPCMS/GIFTS
- **PI Departments**
- **Associated Centers/Programs**: None Identified

**Budget Setup Information**
- **Select the Program Type**: Organized Research
- **The majority of the research will be conducted**:
  - **On Campus**

---

Answer and verify all information on this initial screen, then **SAVE** to continue.

Associate a Sponsored Programs/Gifts org. code here if not selected initially.

On campus = 50% of work or more will be on the University campus.
Setup Questions - Add Sponsored Programs/Gifts Org. Code

Start typing org. code to locate and select.

Make sure to mark the radio button for the new org. code and SAVE.
COI disclosures for project personnel are required for these sponsors.
Personnel

Complete all highlighted fields for all personnel and specify Role.

Mark complete when finished.
Summary Budget

Demonstration of building a non-Grants.gov proposal.
Dr. Marilyne G Coulombe Mansfield - 21464 -- SOM-SRG-CCTCARE SALES&SERVICES (National Science Foundation)

Enter total direct costs per project period in **Other Costs** and sponsor F&A in **Indirect Costs**.

```
<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>Direct Costs</th>
<th>Indirect</th>
<th>Total Project</th>
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<td>01-Apr-2017</td>
<td>31-Mar-2018</td>
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<td>01-Apr-2018</td>
<td>31-Mar-2019</td>
<td>200,000.00</td>
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**SPONSOR NATIONAL SCIENCE FOUNDATION**

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<table>
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<tr>
<th>Budget Category</th>
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<th>Period 2</th>
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<td>200,000.00</td>
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<tr>
<td>Indirect Costs</td>
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<td>20,000.00</td>
<td>40,000.00</td>
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<tr>
<td></td>
<td>220,000.00</td>
<td>220,000.00</td>
<td>440,000.00</td>
</tr>
</tbody>
</table>
```
Do not upload Budget Justification here. Upload documents in UCD/AMC Documents tab.
Simply complete this tab.

Go back to the Summary Budget page and mark as "Completed."
Proposal Documents - do not use!

Please do not upload any documents in this tab. Documents are not transmitted through to OGC for review. Simply mark as completed.
Click on Edit to open Routing Form.

Complete all required fields marked with a red asterisk (*) and mark as completed when finished.
Add detailed budget spreadsheet, budget justification, signed sponsor forms, sponsor instructions, etc. on this tab.

Click here to upload docs.

Mark Completed when finished.

Browse to upload document and name accordingly.

Grant routings - please change the Folder type to Proposal.
Finalize

Make sure all tabs are marked "Completed" before going to the Finalize tab.

Click on the thumbs up icon to send the routing to the PI for review/approval.
Sending through for Routing

Verify all the correct personnel are in the route and click Submit to send the routing.
Next and Final Steps for Sponsor Submission

- Keep an eye on the routing progress - sometimes this can get stuck on a reviewer. Routing status can be found on the Finalize tab.

- OGC will review and notify you when the proposal is returned to the department.

- Incorporate the edits OGC noted and follow sponsor/OGC instructions to get the proposal submitted.
  
  - Some proposals can be submitted by the dept./PI while others require submission by an Authorized Representative - read instructions carefully.
Thank You!

Please send any questions or comments to:
erasupport@ucdenver.edu

InfoEd eRA Portal
https://era.cu.edu/

Additional Training Materials can be found here.

Dung Pham, Business Analyst, 4-9568