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| **Agreement Type** | |
| **Question** | **I will be working with an external company on a project. Who can I contact to get more information on the type of agreement required?** |
| **Answer** | Is your agreement research related? If yes, please refer to [ODPRT - Research Agreements](https://nus.edu.sg/research/odprt-home/research-agreements) for more information on types of agreement.  If your agreement is not research related, please contact the relevant offices below:  **(a) Intellectual Property (IP) matters**, IP agreement, Materials Transfer, outgoing Data transfer, NUS IP licences; contact Technology Transfer and Innovation office (TTI) - Contract-Admin@nus.edu.sg  **(b) General legal advice**, non-research /academic/student related agreements, incoming data transfer (for research or otherwise), in-licensing of data/software/IP, provision of services (non-research), employment agreements; contact Office of Legal Affairs (OLA) – olasec@nus.edu.sg  **(c) procurement (for research or non-research services/goods)**: contact central Procurement Office (CPO) – askcpo@nus.edu.sg.  Please contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) if you have further queries. |
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| **Question** | **I wish to extend an existing research agreement or my research project, who should I contact? What should I do?**  **I wish to terminate my research project or research agreement, who do I contact, what should I do?**  **I have a variation agreement or amendment agreement or termination agreement for review or to be reviewed, who should I contact? What should I do?** |
| **Answer** | Please submit your request to [IEP Contracting Hub](https://app.pactly.ai/login) and a IEP case officer will be assigned to assist you. If you do not have access to [IEP Contracting Hub](https://app.pactly.ai/login), please contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) for a user account to be created.  If in doubt, you may contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) before submitting your request to [IEP Contracting Hub](https://app.pactly.ai/login). |
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| **Questions** | **When do I need a Research Collaboration Agreement (RCA)?**  **When is a Research Collaboration Agreement (RCA) required?** |
| **Answer** | Research Collaboration Agreement (RCA) is typically needed in the following scenarios:   * + 1. **Joint research projects:** where NUS and your collaborator(s) are working together on a research project. The RCA will outline the terms of the collaboration, including roles, responsibilities, and contributions NUS and your collaborator(s).     2. **Grant support research projects:** the joint research project is supported by an external research grant and your collaborator(s) is/are identified in the research grant proposal.     3. **Sharing of resources:** IP, confidential information or data, materials equipment, facilities etc. that may be shared by NUS and your collaborator(s) for the joint research project.     4. **Funding and financial support:** If there is financial support or funding involved, the agreement should specify how funds will be allocated, managed, and reported.   A research collaboration agreement helps prevent misunderstandings and provides a clear framework for how the research will be conducted and managed. |
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| **Questions** | **When do I need a Contract Research Agreement (CRA)?**  **When is a Contract Research Agreement required?** |
| **Answer** | Contract Research Agreement (CRA) is typically needed if your collaborator is providing funding to NUS for a research project and expects to own all intellectual property rights that may arise from the research project.  Under a CRA arrangement, NUS is providing a contracted research services – it is no longer a “collaboration”, and NUS’ costs (except for PI’s salary if already funded by core funding) must be fully borne by your collaborator. In addition, 60% indirect research costs (**IRC**) are applicable.  CRAs are NOT encouraged if the research project to be conducted requires NUS to put in significant intellectual / inventive inputs and/or has the potential to create novel IP and know-how which NUS should retain rights to advance its own research capabilities. Typically, CRA are meant for research projects which require only incremental or minor intellectual inputs / expertise from NUS. |
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| **Question** | **What is the difference between Research Collaboration Agreement (RCA) and Contract Research Agreement (CRA)?** |
| **Answer** | **Research Collaboration Agreement (RCA)** is to govern the collaborative research project and which include terms relating to confidentiality, IP rights, publication, liabilities etc.  Research Collaboration Agreement (RCA) is typically needed in the following scenarios:   1. **Joint research projects:** where NUS and your collaborator(s) are working together on a research project. The RCA will outline the terms of the collaboration, including roles, responsibilities, and contributions NUS and your collaborator(s). 2. **Grant support research projects:** the joint research project is supported by an external research grant and your collaborator(s) is/are identified in the research grant proposal. 3. **Sharing of resources:** IP, confidential information or data, materials equipment, facilities etc. that may be shared by NUS and your collaborator(s) for the joint research project. 4. **Funding and financial support:** If there is financial support or funding involved, the agreement should specify how funds will be allocated, managed, and reported.   A research collaboration agreement helps prevent misunderstandings and provides a clear framework for how the research will be conducted and managed.  **Contract Research Agreement (CRA)** is to govern contracted research project. It is typically needed if your collaborator is providing funding to NUS for a research project and expects to own all intellectual property rights that may arise from the research project.  Under a CRA arrangement, NUS is providing a contracted research services – it is no longer a “collaboration”, and NUS’ costs (except for PI’s salary if already funded by core funding) must be fully borne by your collaborator. In addition, 60% indirect research costs (**IRC**) are applicable.  CRAs are NOT encouraged if the research project to be conducted requires NUS to put in significant intellectual / inventive inputs and/or has the potential to create novel IP and know-how which NUS should retain rights to advance its own research capabilities. Typically, CRA are meant for research projects which require only incremental or minor intellectual inputs / expertise from NUS. |
| **General** | |
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| **Questions** | **My collaborator is asking for NUS (NDA/RCA/CRA/MOU) template. Where can I find them?**  **I need (NDA/RCA/CRA/MOU) template. Where can I find them?** |
| **Answer** | Is the template that you are requesting related to research? If yes, you may submit your request to [IEP Contracting Hub](https://app.pactly.ai/login) If you do not have access to [IEP Contracting Hub](https://app.pactly.ai/login), please contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) for a user account to be created.  If the template that you are requested is not research related, please contact the relevant offices below:  **(a) Intellectual Property (IP) matters**, IP agreement, Materials Transfer, outgoing Data transfer, NUS IP licences; contact Technology Transfer and Innovation office (TTI) - [Contract-Admin@nus.edu.sg](mailto:Contract-Admin@nus.edu.sg)  **(b) General legal advice**, non-research /academic/student related agreements, incoming data transfer (for research or otherwise), in-licensing of data/software/IP, provision of services (non-research), employment agreements; contact Office of Legal Affairs (OLA) – [olasec@nus.edu.sg](mailto:olasec@nus.edu.sg)  **(c) procurement (for research or non-research services/goods)**: contact central Procurement Office (CPO) – [askcpo@nus.edu.sg](mailto:askcpo@nus.edu.sg)  Please contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) if you have further queries. |
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| **Questions** | **If my collaborator is from another department/school/unit/faculty in NUS, do I need an agreement?**  **I am working with another professor from another NUS department/ school/unit/faculty, do I need an agreement?**  **My faculty/unit is collaborating with another faculty/unit in NUS for a project. Do we need a contract or an agreement for this collaboration?** |
| **Answer** | No. Formal legal agreement is not required for department/school/ unit/ faculty within NUS as they are part of NUS, provided that it does not involve any external party (outside of NUS).  If there are any matters that the 2 NUS department/school/ unit/ faculty wish to agree amongst themselves, then the respective Directors or Head of Department or Dean can set out the understanding in writing via an email or letter and do not require IEP review. |
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| **Question** | **Can there be more than one NUS Investigator for a project?** |
| **Answer** | Yes, however for most projects, a lead investigator is to be identified as the Principal Investigator and the other investigators can be the Co-Principal Investigators. |
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| **Question** | **What is the difference between in-kind and cash contributions?** |
| **Answer** | **In-kind contributions** – Existing resources, which may also include external grant awarded to NUS for the research project but not transferred to collaborator.  **Cash contributions** - Cash funding to be provided to the research project or received from collaborator. |
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| **Questions** | **Can we get the research collaboration agreement (RCA) process started before ethics or IRB approval?** |
| **Answer** | Yes, IEP can start to draft or review the research collaboration agreementbefore ethics or IRB is approved. Please submit your request to [IEP Contracting Hub](https://app.pactly.ai/login). If you do not have access to [IEP Contracting Hub](https://app.pactly.ai/login), please contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) for a user account to be created.  However, it would be preferred if IRB is approved prior to signing the agreement. |
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| **Questions** | **Can we get the Research Collaboration Agreement (RCA) process started before the grant is awarded?** |
| **Answer** | It is preferred for the RCA to be put in place after the grant is awarded.  Please consider whether the RCA is still required if the grant is not awarded. If no, we would suggest waiting for the grant outcome.  If you have received an in-principal approval of the grant, you may submit your request to [IEP Contracting Hub](https://app.pactly.ai/login). If you do not have access to [IEP Contracting Hub](https://app.pactly.ai/login), please contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) for a user account to be created. |
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| **Question** | **What is the process for signing research agreements negotiated by IEP?** |
| **Answer** | Upon finalization of research agreement and prior to signing, the assigned IEP case officer will seek NUS management approval in accordance with NUS Policy of Approving and Signing Authority ([NUS PASA](https://staffportal.nus.edu.sg/staffportal/iw/resources/staffportal/legal/docs/01/PASA.pdf)). |
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| **Question** | **My industry collaborator would like to have a research agreement where a fee-for- service arrangement would be made, would such engagement fall under Consultation Work, or a Contract Research Agreement?** |
| **Answer** | If the work is intended to be undertaken by you in your personal capacity as a consultant, please refer to the [Consultation Work Scheme policy](https://nusu.sharepoint.com/sites/corporate/policies/hr2/conduct-and-responsibilities/consultation-work-scheme.pdf). NUS will not review or advise on any private consultancy agreements.    Fee-for-service projects with research components to be undertaken by NUS (and not you as a private consultant) fall under Contract Research are unlikely to require significant intellectual inputs from NUS. Such projects require a minimum Indirect Research Costs (IRC) of 60%. |
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| **Questions** | **How can I determine the Indirect Research Costs (IRC) to be applied to research funding to NUS?**  **What is the Indirect Research Costs (IRC) for my research project?** |
| **Answer** | Please refer to [NUS IRC Policy](https://www.nus.edu.sg/research/research-management/external-grants-indirect-research-cost-(irc)-recovery) for more information on applicable IRC rates for your research project |
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| **Questions** | **How long will it take for my agreements to be reviewed and signed?**  **What is the turnaround time for my agreements to be reviewed?**  **How long does it take to sign my agreements?**  **How can I expedite the review of my agreements?** |
| **Answer** | The timeframe will vary from case to case. IEP encourages the use of NUS' templates whenever possible as a starting point for review/negotiation with your collaborator. |
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| **IEP Contracting Hub** | |
| **Question** | **What is IEP Contracting Hub?** |
| **Answer** | The Contracting Hub (by Pactly) is hosted in ODPRT where PIs/researchers/faculty-admin (“Requesters”) can submit agreement requests online and provide necessary information and/or upload draft agreements received from external collaborators through Contracting Hub.    In addition to submission of agreement requests, the Contracting Hub is a one-stop web portal where Requesters can:   1. request/download for NUS standard template agreements for research; 2. track status of all their requests for research agreements (from first request to negotiation to execution); 3. view/download executed agreements; and 4. get in touch with IEP directly via the Contracting Hub. |
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| **Question** | **How do I create an account in IEP Contracting Hub?** |
| **Answer** | Please contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) for a user account to be created. |
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| **Question** | **Can IEP Contracting Hub be used by anyone in NUS?**  **Who can use IEP Contracting Hub?** |
| **Answer** | The IEP Contracting Hub can be used by any personnel of NUS (e.g. Principal Investigator, administrators, students) except for Yong Loo Lin School of Medicine.  If your representing faculty/unit/department is within Yong Loo Lin School of Medicine, please contact [IEP-Admin](mailto:iep-admin@nus.edu.sg) for further advice. |
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| **Redirect - Technology Transfer & Innovation (TTI)** | |
| **Question** | **What is NUS’s policy on intellectual property (IP)?**  **Where can I find NUS intellectual property (IP) policy?** |
| **Answer** | Please find more details related to Intellectual Property (IP) matters @  [FAQs & Policies and Guidelines (nus.edu.sg)](https://nus.edu.sg/tti/for-researchers/faq-policies-and-guidelines) |
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| **Question** | **Who do I contact if I have an invention to disclose?**  **Who can I contact for invention disclosure?** |
| **Answer** | Please contact NUS Enterprise – Technology Transfer and Innovation at [Contract-Admin@nus.edu.sg](mailto:Contract-Admin@nus.edu.sg) if you have further queries.  You may find more details @ <https://nus.edu.sg/tti/for-researchers/disclosing-an-invention> |
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| **Question** | **Who do I contact if there is a company interested to license or evaluate NUS’ intellectual property (IP) or technology**  **Who do I contact if I wish to start up a company using NUS' intellectual property (IP)?** |
| **Answer** | Please contact NUS Enterprise – Technology Transfer and Innovation at [Contract-Admin@nus.edu.sg](mailto:Contract-Admin@nus.edu.sg). |
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| **Questions** | **Who do I contact for materials transfer from or to another party for research purposes?**  **I would like to transfer materials from my collaborator for my research project, what agreement do I need?**  **My collaborator is transferring materials to me, what agreement do I need?**  **I have a material transfer agreement. who should I send for review?** |
| **Answer** | Please contact NUS Enterprise – Technology Transfer and Innovation at [Contract-Admin@nus.edu.sg](mailto:Contract-Admin@nus.edu.sg)  You may find more details @ [Agreement for Researchers (nus.edu.sg)](https://nus.edu.sg/tti/for-researchers/agreement-for-researchers) |
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| **Questions** | **Who do I contact for data transfer from or to another party for research purposes?**  **I would like to transfer data from my collaborator for my research project, what agreement do I need?**  **My collaborator is transferring data to me, what agreement do I need?**  **I have a data transfer agreement. who should I send for review?** |
| **Answer** | For incoming data transfer (e.g. NUS is receiving data from collaborator), please contact Office of Legal Affairs (OLA) at [olasec@nus.edu.sg](mailto:olasec@nus.edu.sg)  For outgoing data transfer (e.g. NUS is providing data to collaborator), please contact NUS Enterprise – Technology Transfer and Innovation at [Contract-Admin@nus.edu.sg](mailto:Contract-Admin@nus.edu.sg) |
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| **Redirect – Office of Legal Affairs (OLA)** | |
| **Questions** | **Who do I contact for general legal advice?**  **Who do I contact for my service agreement?**  **Who do I contact for my consultancy agreement?**  **Who do I contact for student related matters?**  **Who do I contact for academic matters?**  **Who do I contact for non-research matters?**  **Who do I contact for incoming data transfer (for research or otherwise)?**  **Who do I contact for in-licensing of data/software/IP?**  **Who do I contact for employment agreements?**  **Who do I contact if my collaborator is providing services for my project?**  **What agreement do I need if my collaborator is providing services for my project?** |
| **Answer** | Please contact Office of Legal Affairs (OLA) at [olasec@nus.edu.sg](mailto:olasec@nus.edu.sg) |
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| **Questions** | **Who do I contact for data transfer from or to another party for research purposes?**  **I would like to transfer data from my collaborator for my research project, what agreement do I need?**  **My collaborator is transferring data to me, what agreement do I need?**  **I have a data transfer agreement. who should I send for review?** |
| **Answer** | For incoming data transfer (e.g. NUS is receiving data from collaborator), please contact Office of Legal Affairs (OLA) at [olasec@nus.edu.sg](mailto:olasec@nus.edu.sg)  For outgoing data transfer (e.g. NUS is providing data to collaborator), please contact NUS Enterprise – Technology Transfer and Innovation at [Contract-Admin@nus.edu.sg](mailto:Contract-Admin@nus.edu.sg) |
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| **Question** | **Are there any procedures involving Tenders for my project?** |
| **Answer** | Please find more details related to tender @  [NUS Office of Legal Affairs Homepage](https://staffportal.nus.edu.sg/staffportal/portal/legal.html) |
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| **Question** | **Who do I contact for advice regarding purchase or procurement services (research or otherwise) / goods / equipment or leasing for equipment for research?** |
| **Answer** | Please contact Central Procurement Office (CPO) at [askcpo@nus.edu.sg](mailto:askcpo@nus.edu.sg)  You may find more details @<https://proctor.nus.edu.sg/policy/> |
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| **Redirect to IRB** | |
| **Question** | **Who can I contact for ethics approval or ethics exemption or Institutional Review Board (IRB) matters?** |
| **Answer** | Please contact IRB at [irb@nus.edu.sg](mailto:irb@nus.edu.sg)  You may find more details @ [Home (nus.edu.sg)](https://www.nus.edu.sg/research/irb/home) |
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| **Questions** | **Do I need to apply for IRB or ethics approval?**  **When do I need to apply for IRB or ethics or NUS IRB?** |
| **Answer** | You will need ethics approval if your research project involves human subject participation and/or human tissues / cells/ use of data / health information or biological materials obtained from or pertaining to any human subject.  For more information, you may refer to [IRB Homepage](https://www.nus.edu.sg/research/irb/home) or write to irb@nus.edu.sg. |
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