

**RESPONSIBILITY FOR RESEARCH-RELATED AGREEMENTS – GENERAL GUIDELINES**

Responsibility for handling agreements related to sponsored research is distributed across various UCLA administrative offices based on the nature of the transactions and sponsors. In some cases, multiple offices may share responsibility for different aspects of the negotiation and administration of the agreement. N.B<sup>1</sup>: Because Gifts, and Sales and Services activities do not constitute “research agreements” they are not included.

<b>Agreements Related to Clinical Trials<sup>2</sup> (“CTA”) including:</b>	<b>Agreement with Industry (e.g. Pfizer, IBM, Quintiles to UCLA)</b>	<b>Agreement with gov’t or non-profit organization (e.g. NIH, Amer. Lung Assoc. or USC to UCLA)</b>
<ul style="list-style-type: none"> <li>PI or sponsor initiated clinical trials</li> <li>confidentiality agreements (CDA/NDA) as a precursor to a CTA</li> <li>drug/device provided for a CT w/o funding</li> <li>registry agreements related to a CTA</li> <li>core lab services<sup>3</sup> related to a CTA</li> </ul>	David Geffen School of Medicine at UCLA Office of Clinical Trials (“OCT”)	UCLA Office of Contract and Grant Administration (“OCGA”)
<ul style="list-style-type: none"> <li>Outbound UCLA issued subcontract or sub-award from a CTA</li> </ul>	OCT & UCLA Purchasing	OCGA (sub-awards) or Purchasing (subcontracts)
<ul style="list-style-type: none"> <li>Inbound subcontract from a non-profit with an industry sponsor as the prime</li> </ul>	OCT	
<b>Agreements Related to Research (but not Clinical Trials)</b>	<b>Agreement with Industry (e.g. Pfizer, IBM, Quintiles to UCLA)</b>	<b>Agreement with gov’t or non-profit organization (e.g. NIH, Amer. Lung Assoc. or USC to UCLA)</b>
<ul style="list-style-type: none"> <li>Pre-clinical research</li> <li>Biological sample analysis</li> <li>Confidentiality agreement (CDA/NDA) as a precursor to a SRA</li> <li>Equipment loaned, or provided for research</li> <li>Research involving animals</li> <li>Retrospective chart review or analysis</li> <li>Data analysis</li> </ul>	UCLA Office of Intellectual Property and Industry Relations (“OIP-ISR”)	OCGA
<ul style="list-style-type: none"> <li>UC Discovery or Micro program</li> <li>All other UC sponsored programs</li> <li>Industry sponsored competitive grants</li> <li>Inbound subaward/subcontract from industry under SBIR, STTR or other gov’t or non-profit funding</li> </ul>	OIP-ISR	OCGA
<b>Other Types of Agreements</b>	<b>Agreement with Industry (e.g. Pfizer, IBM, Quintiles to UCLA)</b>	<b>Agreement with gov’t or non-profit organization (e.g. NIH, Amer. Lung Assoc. or USC to UCLA)</b>
<ul style="list-style-type: none"> <li>License agrmts for University held patents, copyrights, research tools (i.e. cell lines, mice, software, databases)</li> </ul>	OIP-ISR	
<ul style="list-style-type: none"> <li>Inbound material transfer agrmts (not used in humans)</li> <li>Outbound material transfer agrmts</li> </ul>	OIP-ISR (& Purchasing if > \$5,000)	
<ul style="list-style-type: none"> <li>3rd Party sponsored Internship/Externships sponsored by agrmts</li> <li>Other Sponsored Activities</li> <li>Public service agrmts</li> <li>Institutional Training Programs/Fellowships<sup>4</sup></li> <li>Undergraduate internships<sup>5</sup></li> </ul>	OIP-ISR	OCGA
<ul style="list-style-type: none"> <li>Individual fellowships</li> <li>Visiting scholars (from non-profits) and postdoctoral scholars</li> </ul>	Grad. Div. for Student Support	
<ul style="list-style-type: none"> <li>Visiting scientist (from industry) agreements</li> </ul>	OIP-ISR or Legal	

<sup>1</sup>For additional information about gifts and Sales and Services see UCOP Memo of 7-28-1993: <http://www.ucop.edu/raohome/cgmemos/00-06.html>

<sup>2</sup>For additional information and UCLA definition see [http://www.research.ucla.edu/ocga/memos/CT\\_Definition\\_Memo.pdf](http://www.research.ucla.edu/ocga/memos/CT_Definition_Memo.pdf)

<sup>3</sup>Agreements for Core lab, clinical or medical services NOT related to a clinical trial should be reviewed by Med. Ctr. Counsel.

<sup>4</sup>Determined on a case-by-case basis

<sup>5</sup>Determined on a case-by-case basis