

### Sponsored Project Administration

Procedure: Award Acceptance Procedure

Owner: Sponsored Project Administration

Effective date: 03/01/2018
Last Updated: 04/26/2021

## Background

Sponsored Project Administration under the Office of the Vice President for Research is the only UVM office authorized to accept awards, typically grants, contracts, cooperative agreements, made in support of research, extension, or other sponsored activities on behalf of the University of Vermont.

In addition, any document or agreement related to sponsored activities requiring an authorized official signature, including no money collaboration agreements, must be submitted to Sponsored Project Administration for review, approval, and signature.

#### **Purpose**



RA: Research Administrator

SPA: Sponsored Project Administration

UA: Unit Administrator (For the purpose of all procedures, Business Unit Administrator, Business Manager, Grant Administrator and Department Administrator are all used interchangeably and refer to the person assisting the PI in the Department.)

#### **Procedures**

#### **Award Document**

When a sponsor decides to fund a proposal, an Award Notice is delivered to Sponsored Project Administration.

This award document is called many different things, Grant, Contract, Cooperative Agreement, Purchase Order, Subaward, but no matter the award type, it represents a binding agreement upon acceptance.

Until the award document is received by SPA, reviewed and accepted, the project is not officially awarded and



SPA follows national organizations (NCURA, FDP, COGR, AUTM) recognized university standards when reviewing and accepting awards in support of sponsored projects.

Areas of negotiation typically include the following:

Publication Rights Intellectual Property Data Ownership and Use Confidentiality Warranty and Guarantee Indemnification Arbitration
Termination Conditions
Reporting Requirements
Billing Frequency
Pricing Conditions
Governing Law

If any of the terms and conditions of an award are considered unacceptable as determined by the PI or SPA or would place UVM in a non-compliance situation with federal, state, sponsor or UVM rules or regulations, SPA will commence negotiations with the sponsor and inform PI and Unit Administrator.

SPA will engage other UVM offices on topics of concern and request support in the negotiation process.

SPA leadership is available at any time to assist in the acceptance process.

# Industry Sponsored Research Agreements: UVM Innovation Reviews Intellectual Property

- At time award, SPA will request UVM Innovations review Intellectual Property terms of industry sponsored research agreements.
- Within 2-business days from the SPA request, UVM Innovations will provide a reply indicating the IP language is 1) acceptable as written or 2) requires negotiation.
- Where IP terms require negotiation, UVM Innovation will take the lead and work directly with the sponsor in coordination with the Pl.
- UVM Innovations will provide SPA with the final IP language.
- SPA will incorporate and finalize the agreement.

## Award Acceptance

Upon completion of a mutually acceptable agreement with the sponsor and with PI concurrence, SPA on behalf of UVM accepts the awards, collects needed signatures, and completes the InfoEd record.

To expedite acceptance, UVM accepts electronic signatures for awards contract/subcontract documents.