

Types of agreements you may need

Funding Agreement	Usually provided to UoE by a Funder. The Contracts Team will review and confirm provisions with the PI. Terms of the Funding Agreement often flow down into other agreements.
Collaboration Agreement	Needed when there are other academic institutions involved. This includes co-applicant institutions on funding applications.
Co Sponsor Agreement	CTIMPs and CIMDs need a Co-Sponsor Agreement between NHS Lothian and UoE. This is arranged by your Sponsor Representative.
Site Agreement	Needed for each participating site in a multi-centre study. Can be covered in the Organisation Information Document (OID) appendices or using the nationally agreed Model Non-Commercial Agreement (mNCA). Your Sponsor Representative will advise on which option is applicable.
Drug Supply Agreement	If drug is being obtained from an external supplier, this will be needed to cover the supply and quality of the drug.
Technical Agreement	Needed to cover manufacturing, packaging, re-labelling processes when these are carried out by a third party i.e. not the drug supplier.
Research Services Agreement	Covers research activity provided by a third party e.g. Quality Assurance or Monitoring.
Subcontract	Needed where UoE uses a subcontractor to carry out services e.g. database provider.

Service Level Agreement	Covers activity provided by another area of the University, e.g. laboratories.
Tissue/Material Transfer Agreement	Only needed if tissue/material transfer provisions are not already covered in an OID or Site Agreement.
Data Transfer Agreement	Covers provision of data to a transcription service or other external organisation for analysis, or where data is being made available to a third party for research purposes.

When should agreements be prepared?

- Work on the agreements should begin at the earliest opportunity, well in advance of the project start date, when the outline details of the relationship with the relevant party are known.
- Agreements are usually initiated by the Contracts Team in the Edinburgh Research Office.

Who reviews and signs agreements?

- Depending on the nature of the project, a Contracts Manager in the Contracts Team or a Solicitor in the Legal Team will take on the preparation and coordinate the review of contracts on behalf of UoE.
- The Principal R&D Manager will take on the review of contracts on behalf of NHS Lothian.
- Yourself as PI and your Sponsor Representative will also be involved in the review process, with other relevant teams e.g. Edinburgh Innovation, UoE Insurance Office, Information Governance, Finance.
- Only officially delegated individuals can sign agreements on behalf of UoE, and the Principal R&D Manager or designee can sign on behalf of NHS Lothian.

When should an agreement be signed?

- Agreements are signed once the reviewer, usually a UoE Contracts Manager and the NHS Lothian Principal R&D Manager indicate that the agreement is finalised.
- An agreement should be signed before a research study is open to recruitment, unless your Sponsor Representative states otherwise.