



Office of Research and Graduate Studies

UNIVERSITY OF CENTRAL FLORIDA

Contracts Office

12201 Research Parkway, Suite 501
Orlando, Florida 32826-3246

The Sponsored Programs – Contracts Office (Contracts Office) at the University of Central Florida (UCF) supports research and educational efforts by drafting, reviewing, negotiating, signing, and performing certain administrative functions regarding agreements with external entities. The Contracts Office is responsible for all agreements requiring negotiation that are associated with research activities with the UCF Board of Trustees as the legal party to the agreement, including both funded (e.g., sponsored research agreements) and unfunded agreements (e.g., data use agreements).

The Contracts Office negotiates its research agreements to be consistent with academic standards and UCF policies and guidelines, and applicable federal and state laws and regulations. The Contracts Office advises faculty on matters arising from these agreements, particularly publication rights, intellectual property rights, confidentiality obligations, and liability issues.

AGREEMENTS ROUTED THROUGH CONTRACTS OFFICE:

Clinical Research Agreement (CRA) - A contract that manages the relationship between the sponsor that may be providing the study drug or device, the financial support and /or proprietary information and the institution that may be providing data and/or results, publication, input into further intellectual property. For the purposes of clarity, the Contracts Office is responsible for federally funded Clinical Research Agreements. All other Clinical Research Agreements are routed through the UCF Research Foundation.

Data Use Agreement (DUA) - A contract that may be required when there will be a transfer of data, or a dataset. A DUA may or may not consist of human subject data. DUAs can be either Incoming (UCF receives data from an outside entity) or Outgoing (data housed at UCF is shared with an outside entity).

Master Agreement (MA) – A contract between two parties that provides for multiple research projects to be funded under one agreement. The scope of work and any project specific information are attached to a Master Agreement by way of a pre-negotiated task order.

Material Transfer Agreement Incoming (MTA) - A contract that is required when receiving physical materials from a non-UCF entity.

Confidentiality Disclosure Agreement (CDA) - A contract that is required to ensure certain information disclosed in discussions or transmissions is kept confidential and is only used for the limited purposes defined in the CDA. CDAs can also be referred to as Non-Disclosure Agreements (NDA).

Other Agreement (OA) – Any other contract not listed here or a combination of the agreements listed here. Such as: Teaming Agreements, Memorandums of Understanding, Facility Access Agreements, Equipment Loan Agreements, Collaboration Agreements, etc.

Sponsored Research Agreement (SRA) - A contract between the University and a sponsor for the purposes of funding and conducting research. An SRA may be supported by funding from any type of entity, including for-profit (e.g., private industry), governmental, or non-profit sponsors.

Amendment or Modification – Any changes to an existing contract are made through an amendment or modification signed by both parties.

If you have any questions, please feel free to reach out to ospcontracts@ucf.edu.