UNIVERSITY OF MANITOBA
PROCEDURE

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<th>Procedure:</th>
<th>RESEARCH AGREEMENTS</th>
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<td>Parent Policy:</td>
<td>Research Agreements</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>June 20, 2006</td>
</tr>
<tr>
<td>Revised Date:</td>
<td>February 3, 2014</td>
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<tr>
<td>Review Date:</td>
<td>June 20, 2016</td>
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<tr>
<td>Approving Body:</td>
<td>Board of Governors</td>
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<td>Authority:</td>
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<tr>
<td>Responsible Executive Officer:</td>
<td>President</td>
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<tr>
<td>Delegate:</td>
<td>Vice-President (Research and International) and Vice-President (Administration)</td>
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<tr>
<td>Contact:</td>
<td>Director, Office of Research Services</td>
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<tr>
<td>Application:</td>
<td>All Employee Groups; External Parties – Adjunct Professors and Nil-Salaried Appointments</td>
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Part I
Reason for Procedure

1.1 To set out Procedures secondary to the Policy entitled “Research Agreements” in connection with:

(a) proposals for Research Contracts; and

(b) the acceptance of all Research Agreements.

Part II
Procedural Content

Proposals for Research Contracts

2.1 Any Principal Investigator who wishes the University to enter into a Research Contract with a sponsor must prepare a proposal which includes, at a minimum, the following information:

(a) a statement of work;
identification of the individuals who will be doing the work and the facilities to be used; and

(a) a project budget, including provision for the recovery of indirect costs in accordance with Policy: Institutional Costs of Research: Recovery and Distribution;

2.2 If the Principal Investigator, or a member of his or her immediate family, has a financial or other interest in the sponsor, this interest must be disclosed to the unit head in the proposal, in accordance with Policy: Conflict of Interest, as amended from time to time or such similar policy as may be applicable.

2.3 Prior to being forwarded to a sponsor, proposals for Research Contracts must be:

(a) submitted for review to the Office of Research Services; and

(b) approved by the Vice-President (Research and International) or designate.

2.4 A completed and duly signed Research Funding Application Approval Form (Form 58) must accompany the submission of the proposal to the Office of Research Services.

Acceptance of Research Agreements

2.5 The University of Manitoba shall be the contracting party for all Research Agreements. Principal Investigators, other staff or students are not authorized to contract on behalf of the University.

2.6 The authority to execute contracts is vested in the Vice-President (Administration), or designate, in accordance with Policy: Signing of Agreements.

2.7 The University shall negotiate the terms and conditions, and determine the acceptability of all Research Agreements, in conducting these negotiations, the University shall consult the Principal Investigator, as appropriate.

2.8 The consent of the Principal Investigator to the Research Agreement will be required prior to approval of a Research Agreement by the Vice-President (Administration), or designate. At the request of the sponsor, the signature of the Principal Investigator on the Research Agreement may be required.

2.9 To facilitate the acceptance of Clinical Trial Agreements, the University has developed guidelines for the review of said Agreements.

Part III
Accountability

3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Research and International) that a formal review of this Procedure is required.

3.2 The Vice-President (Research and International) is responsible for the implementation, administration and review of this Procedure.
3.3 All Employees and External Parties, Adjunct Professors and Nil-Salaried Appointments are responsible for complying with this Procedure.

**Part IV**
**Review**

4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is June 20, 2016.

4.2 In the interim, this Procedure may be revised or repealed if:

(a) the Vice-President (Research and International) or Approving Body deems it necessary or desirable to do so;

(b) the Procedure is no longer legislatively or statutorily compliant;

(c) the Procedure is now in conflict with another Governing Document; and/or

(d) the Parent Policy is revised or repealed.

**Part V**
**Effect on Previous Statements**

5.1 This Procedure supersedes all of the following:

(a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

(b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VI**
**Cross References**

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Policy: Research Agreements;

(b) Policy: Signing of Agreements;