**Routing for:**

* Option Agreement (IP)
* License Agreement (IP)
* Non-Disclosure Agreement/Confidentiality Agreement
* Data Sharing Agreement
* Academic Partner/Industrial Membership Agreement
* Consortium Agreement
* Interagency Agreement
* Cooperative Endeavor Agreement

**Approvals Needed:**

* PI
* VP for Research
* Operational Review, Director
* VP Administration & Finance
* President (AOR)
	+ AOR signature is required on agreement

**Internal Routing Process:**

1. A copy of the Internal Routing Form and the agreement will be sent to the PI by OVPRIED with the proper certification for approval.
2. The PIs response email will be forwarded by OVPRIED representative, Dominique Rosado to the VP for Research with their template and correct certification.
3. The VP for Research response email will then be forwarded by OVPRIED representative, Dominique Rosado to Director for Operational Review with her template and correct certification.
4. The Director for Operational Review’s response email will then be forwarded by OVPRIED representative, Dominique Rosado to the VP Admin & Finance with his template and correct certification.
5. The agreement will then be sent to the President by OVPRIED representative, Dominique Rosado for signature via DocuSign.
6. After all responses and AOR signature, the email and agreement will be saved (by OVPRIED representative, Dominique Rosado) to PDF in the agreement e-file and the agreement will be returned to the PI for them to retrieve the countersignature and return the fully executed copy to OVPRIED via email.

**Routing for:**

* Material Transfer Agreement
* Equipment Transfer Agreement
* Data Transfer Agreement

**Approvals Needed:**

* PI
* VP for Research
* Operational Review, Director
* VP Administration & Finance
* Provost (AOR)
	+ AOR signature is required on agreement

**Internal Routing Process:**

1. A copy of the Internal Routing Form and the agreement will be sent to the PI by OVPRIED representative, Dominique Rosado with the proper certification for approval.
2. The PIs response email will be sent to the VP for Research by OVPRIED representative, Dominique Rosado with their template and correct certification.
3. The VP for Research response email will then be forwarded by OVPRIED representative, Dominique Rosado to Director for Operational Review to retrieve her template and correct certification.
4. The Director for Operational Review’s response email will then be forwarded by OVPRIED representative, Dominique Rosado to the VP Admin & Finance with his template and correct certification.
5. The agreement will then be sent to the Provost by OVPRIED representative, Dominique Rosado for signature via DocuSign.
6. After all responses and AOR signature, the email and agreement will be saved (by OVPRIED representative, Dominique Rosado) to PDF in the agreement e-file and the agreement will be returned to the PI for them to retrieve the countersignature and return the fully executed copy to OVPRIED via email.

**Routing for:**

* Memorandum of Understanding

**Approvals Needed:**

* PI
* VP for Research
* Operational Review, Director
* Provost
* President (AOR)
	+ AOR signature is required on agreement

**Internal Routing Process:**

1. A copy of the Internal Routing Form and the agreement will be sent to the PI by OVPRIED representative, Dominique Rosado with the proper certification for approval.
2. The PIs response email will be forwarded by OVPRIED representative, Dominique Rosado to the VP for Research with their template and correct certification.
3. The VP for Research response email will then be forwarded by OVPRIED representative, Dominique Rosado to Director for Operational Review with her template and correct certification.
4. The Director for Operational Review’s response email will then be forwarded by OVPRIED representative, Dominique Rosado to the Provost with his template and correct certification.
5. The agreement will then be sent to the President by OVPRIED representative, Dominique Rosado for signature via DocuSign.
6. After all responses and AOR signature, the email and agreement will be saved (by OVPRIED representative, Dominique Rosado) to PDF in the agreement e-file and the agreement will be returned to the PI for them to retrieve the countersignature and return the fully executed copy to OVPRIED via email.

**Routing for:**

* Publishing License Agreement

**Approvals Needed:**

* PI
* VP for Research
* Operational Review, Director
* President
	+ AOR signature is required on agreement

**Internal Routing Process:**

1. A copy of the Internal Routing Form and the agreement will be sent from OVPRIED representative, Dominique Rosado to the PI with the proper certification for approval.
2. The PIs response email will be forwarded by OVPRIED representative, Dominique Rosado to the VP for Research with their template and correct certification.
3. The VP for Research response email will then be forwarded by OVPRIED representative, Dominique Rosado to Director for Operational Review with her template and correct certification.
4. The agreement will then be sent to the President by OVPRIED representative, Dominique Rosado for signature via DocuSign.
5. After all responses and AOR signature, the email and agreement will be saved (by OVPRIED representative, Dominique Rosado) to PDF in the agreement e-file and the agreement will be returned to the PI for them to retrieve the countersignature and return the fully executed copy to OVPRIED via email.

**Templates for Certification for Approval**

PI

SUBJECT: OVPRIED – Agreement Type – PI Last Name, First Name - Agency/Company

**Response Deadline to OVPRIED:**  2 business days from the date the email is sent

Your certification and approval are needed on this research agreement.  The Internal Routing Form and agreement is attached for your review.  Once reviewed, please reply to this email stating your approval to move forward with executing the document.

PI:

Agency/Company:

Agreement Type:

**Certification for Approval:**

1. I have reviewed this agreement.  I am able to comply with the terms and conditions, including but not limited to meeting the timelines, accomplishing all goals and objectives.
2. If this agreement contains data security, I will provide UL’s IT Security with a data management plan.
3. If applicable, I have established internal research compliance approvals and or completed appropriate trainings including but not limited to:
* Human Subjects through the Institutional Review Board (IRB)
* Animal Subjects through the Institutional Animal & Care Use Committee (IACUC)
* Radioactive/Biohazardous Materials through the Institutional Biosafety Committee (IBC) and/or the Radiation Safety Committee (RSC).
* Export Controls training deemed by the Office of Research Integrity (ORI)

OVPRIED, Vice President for Research

Subject: OVPRIED – Agreement Type – PI Last Name, First Name – Agency/Company

**Response Deadline to OVPRIED:**  2 business days from the date the email is sent

Your certification and approval are needed on this research agreement.  The Internal Routing Form and agreement is attached for your review.  Once reviewed, please reply to this email stating your approval.

PI:

Agency/Company:

Agreement Type:

**Certification for Approval:**

I have reviewed this agreement.  The goals and objectives of this project are consistent with the University's research mission.

Operational Review, Director

SUBJECT: OVPRIED – Agreement Type – PI Last Name, First Name –Agency/Company

**Response Deadline to OVPRIED:**  2 business days from the date the email is sent

Your certification and approval are needed on this research agreement.  The Internal Routing Form and agreement is attached for your review.  Once reviewed, please reply to this email stating your approval.

PI:

Agency/Company:

Agreement Type:

**Certification for Approval:**

I have reviewed this agreement. It is compliant with University policies. Any important or novel legal conditions that warrant my guidance have been addressed.

VP Admin & Finance

Subject: OVPRIED – Agreement Type – PI Last Name, First Name – Agency/Company

**Response Deadline to OVPRIED:**  2 business days from the date the email is sent

Your certification and approval are needed on this research agreement.  The Internal Routing Form and agreement is attached for your review.  Once reviewed, please reply to this email stating your approval.

PI:

Agency/Company:

Agreement Type:

**Certification for Approval:**

I have reviewed this agreement.  The University is able to support all financial commitments in this agreement, if applicable.  Any important or novel financial circumstances that warrant my guidance have been addressed.

Provost/President

**Provost@louisiana.edu** |**President@louisiana.edu**

**SIGNATURE REQUIRED VIA DOCUSIGN**

Subject: OVPRIED – Agreement Type – PI Last Name, First Name – Agency/Company

**Response Deadline to OVPRIED:**  2 business days from the date the email is sent

Your certification and approval are needed on this research agreement.  The Internal Routing Form and agreement is attached for your review.  Once reviewed, please execute by signing via DocuSign.

PI:

Agency/Company:

Agreement Type:

**Certification for Approval:**

I have reviewed this agreement.  The University is able to support all commitments in this agreement.  Any important or novel circumstances that warrant my guidance have been addressed.

**SIGNATURE REQUIRED**

Via DocuSign once in place.