

## Contract Guidelines

Contracts can be complex and require a series of steps before funds can be transferred and work commences. It is important to bear in mind that the contract is between the UM and partnering entity, not an individual and the partnering entity. In the simplest case, it may take up to 30 days for a contract to be approved as there are a series of negotiations and document exchanges that take place between the UM and a Sponsor. The following guidelines are designed to limit complications and delays with contracts:

1. When first discussing contracts with collaborators, be aware that proposed work **must comply** with UM regulation and be verified by UM administrators, who are the delegated authority on behalf of the university
  - Base budget conversations around the appropriate indirect cost rate (e.g., 43.5% for on-campus research/evaluation projects)
  - Make clear that estimated costs are ballpark figures
2. Engage OSP early and often as they can help determine whether the UM or collaborator will initiate the contract using an official contract template as well as do a risk assessment and evaluation of the sponsor
3. Start a Cayuse record for all contracts ASAP
4. For routing and OSP review, Cayuse records must include the following: (a) internal budget, (b) budget narrative, (c) supporting documentation for indirect cost rates that are different to UM federally negotiated rates, (d) abstract, (e) statement of work, (f) statement of who will initiate the contract (UM or sponsor), and (g) name, email and address for the sponsor
5. When initiating a Cayuse record, also:
  - a. Complete and submit a “new sponsor” form for funding agencies that are not already in Cayuse [https://www.memphis.edu/rsp/pdf/request\\_add\\_new\\_sponsor.pdf](https://www.memphis.edu/rsp/pdf/request_add_new_sponsor.pdf)
  - b. Initiate an IRB for projects involving human subjects, and
  - c. Ensure you are up to date with UM research compliance (disclosure of FCOI form and CITI training) [https://www.memphis.edu/rsp/compliance/conflict\\_interest.php](https://www.memphis.edu/rsp/compliance/conflict_interest.php)
6. Obtain and upload to Cayuse any documentation that serves as proof that the collaborator has made a commitment to funding (e.g., signed letter stating intention to fund). It is possible to arrange for an advance account on a contract approved by OSP for which funds are pending
7. Heather Winters ([hwinters@memphis.edu](mailto:hwinters@memphis.edu)) is the designated OSP representative for SUAPP contracts