



UT RESEARCH MANAGEMENT SUITE

Agreements Module Frequently Asked Questions

For Central Office Staff

1. When should I start using the Agreements module?

UT Research Management Suite – Agreements launched on April 20th, 2020. Once you receive training, begin using the system to submit your agreement requests. Beginning June 1st, all new **non-funded research agreements** must be submitted through the Agreements module. Please continue to submit all non-research and procurement/services agreements to the **Business Contracts Office**.

2. Will departmental end users still be able to call and email central staff reviewers to submit agreements requests?

End users may still contact you for guidance regarding their submissions. However, beginning June 1st, they will be required to submit all new agreement requests in the Agreements Module. You can refer them to the *UT Research Management Suite* [Project website](#) to [schedule training](#) or to download [training resources](#) including walkthroughs and [FAQs](#).

3. How can I schedule additional training for myself or my team?

Please visit our [booking service](#) to schedule training.

4. Which agreement types are supported in the module?

All non-funded research agreement requests should be submitted in the Agreements module, including: Material Transfers, Data Use Agreements and Licenses, Non-Disclosures, Memoranda of Understanding, Master Agreements, Export Control Plans, Teaming Agreements, and Allocation of Rights.

5. How is my role assigned in the system?

UT Research Management Suite integrates with the UT Enterprise Directory, Workday HR, and the DEFINE Department System to create profiles for all UT employees that will grant access to central staff users and define their roles within the system as either a reviewer or manager. In *UT Research Management Suite*, reviewers are called *Agreements Owners*.

6. Can PIs assign a proxy to submit an agreement on their behalf?

Yes. End users with PI status may delegate proxy status to another user to submit agreement requests on their behalf. To do so, they need to click *Assign PI Proxies* in the activity section of the Record Workspace where they are completing the Agreement SmartForm. This will open a space where they can select another user to complete the submission.

PI Proxy status cannot be conferred for every submission instance on behalf of a PI. Proxy status can only be granted for individual agreement records.

7. How do I find agreement submissions assigned to me for review?

There are a couple of ways you can begin the process of reviewing an agreement submission:

- a. When you log in to *UT Research Management Suite*, you will land in your Personal Workspace. Near the top of the workspace is a navigation bar with *Dashboard* and *Agreements* tabs. Directly beneath this bar is the *My Inbox* tab. All items that await action by you (including recently-assigned submissions) are displayed in this sortable space. You can use the sorting function to sort by State to easily see where in the review process are all of the agreements assigned to you.

- b. You can also click on the *Agreements* tab immediately to the right of the *Dashboard* tab near the top of the Personal Workspace. The *In Progress* tab in the lower horizontal navigation bar displays all of the agreements assigned to you as the *Agreement Owner* for review in a sortable list. The *New* tab displays all of the agreements currently in progress but not yet submitted by the Agreement Creator for assignment to a reviewer.

8. Once an agreement is assigned to me, can I reassign it to another person (Owner)?

Yes. Click *Assign Owner* to reassign an agreement to another person in your office to review.

9. What do I need to do when a Contracting Party name is manually added in the free text space of the SmartForm?

A free text box is located directly beneath the populated list of catalogued UT contracting parties. Agreements Creators may add an entry in this space if they cannot locate it in the pulldown list allowing them to submit their agreement request. When you receive a submission with a free text entry in the Contracting Party name field, please alert the OSP Operations team. They are responsible for vetting and maintaining the official sponsor table in DEFINE and will ensure data integrity before creating a new sponsor entry. You do not need to wait for the Ops Team to complete this action to continue your review.

10. An agreement request was submitted by an Agreement Creator. Where does the review process begin?

All new agreement submissions initially display under two tabs in the Agreements horizontal navigation bar: *All Agreements* and *Unassigned*. Unassigned agreements are awaiting pre-review by central office administrative staff for completeness and accuracy and will be assigned to reviewers based upon your office/team workflow. While in the *Unassigned* state, the *Request Clarifications* action allows for the Agreement Creator to correct or provide additional information as needed for the submission to be routed for review. Once an agreement has been assigned to you for review, you will now be identified as the *Agreement Owner*, and the record will appear in your inbox on the Personal Workspace landing page of *UT Research Management Suite*.

11. Can Agreements Creators make changes to agreement requests after they have submitted them to the central offices?

Yes. After submitting an agreement request, Agreement Creators can *Withdraw* it in order to make changes. Agreements requests can be withdrawn at any point up until it has been sent out for signature. However, they are instructed to contact their assigned reviewer (Agreement Owner) to explain any changes they need to make, so the reviewer can determine whether it might be more appropriate for the agreement to be returned to the Agreement Creator via the *Request Clarification* action which will maintain their position in the review process.

As the Agreement Owner, you may also make changes to the agreement request in consultation with and on behalf of the Agreement Creator. However, your office/team manager may require you to limit these actions to only very urgent cases as the system only records who and when a change was made to a record. If any communications occur between Agreement Creators and Reviewers, they should be logged using the *Log Correspondence* action. This allows you to document when you make changes on behalf of an Agreement Creator at their request.

12. How does UT Research Management Suite track agreements requests in the review workflow?

The Agreement Record Workspace offers two visual cues regarding the progress of agreements in the review workflow. The orange-colored State Indicator is located in the top left quadrant of the agreement record. This provides a quick visual key to let you know precisely where your request is in the review workflow, e.g. *Out for Signature*, *External Review*, etc. Directly to the right of the State Indicator, the Workflow Map offers a high-level overview of the routing workflow, providing a visual key that shows where the request is at any given point.

13. If an ancillary review is pending, will I be able to move forward in the activation of the Agreement?

You may continue reviewing your agreement while it is also undergoing an ancillary review. However, if an Ancillary Review is required (EHS reviews of MTAs), you cannot send for signature and activate until the ancillary review has been completed.

14. Will the system notify me when I need to take an action?

Agreements Owners receive the following notifications whenever certain actions occur:

- a. Agreement requests have been assigned to a central office reviewer (Agreement Owner)
- b. Agreement Creator and/or PI has responded to a *Request for Clarification*
- c. Agreement Creator has sent a message via the *Contact Owner* action.

Agreement Owners can access all agreement records to which they have been assigned at any time in the *My Inbox* tab of the Personal Workspace or in the sortable tabbed display areas of the Agreements Workspace.

15. What is the purpose of the Request Clarification action?

After an agreement request has been submitted, any additional information necessary for completing the review of the agreement can be solicited by using the *Request Clarification* action. Click on *Request Clarification*, complete the request and select the intended recipient. You may attach documentation in this action to provide additional context for your request.

16. Where can I find a list of all agreements?

In the Agreements Workspace you can easily keep track of all agreement submissions and even those in a pre-submission state awaiting finalization by the Agreement Creator. Depending upon their current state, they are sorted into the following categories: *All Agreements* (every agreement regardless of state), *Unassigned* (awaiting central office assignment to a reviewer), *New* (created but not yet submitted), *In Progress* (under review by central office staff), *Active* (signed and fully executed), *Evergreen* (containing evergreen renewal clause), and *Archived* (discarded and expired). Additionally, the Suite acts as a document repository for all finalized agreements, preserving activated, modified, and expired contacts in perpetuity.

You can easily search for an agreement by selecting the Filter by category and entering % before your key search term in the search bar. For example, if you want to search for an agreement with the Short Title *NDA with Lockheed*, you can Filter by Name and enter %*Lockheed* in the search bar and everything with Lockheed in the Short Title will display in your search results.

17. For agreements that originate in a central office, can I clone a record so I don't have to start the process from the beginning each time?

Users can clone any agreement by clicking *Copy Agreement* in the activity section in the Record Workspace. Rename your copy as prompted and then travel to the *All Agreements* tab of the Agreements Workspace to locate the new record. Make any necessary changes using the *Edit Agreement* function and submit for review when you are ready to begin the review workflow.

18. Can agreements be routed for digital as well as wet signatures?

UT Research Management Suite integrates with UT DocuSign, so agreements can be sent for signature electronically as well as be routed through traditional means for wet signature.

19. Can I use the *E-mail Agreement* action to send an agreement to external parties?

No. *UT Research Management Suite* integrates with the UT Enterprise Directory, so it only populates UT employee email addresses.

20. How are changes made to agreements that are signed and active?

Once an agreement has been signed and activated, all significant changes must be initiated through an amendment request. To launch an Amendment, go to Active tab in the Agreements workspace and click on the ID of the particular record that needs to be amended.

21. How can I modify the agreement effective date in case there's a signature pending?

The agreement effective date can be modified once the agreement is activated.