UT RESEARCH MANAGEMENT SUITE

Agreements Module Frequently Asked Questions

For Departmental End Users

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. Can I still call and email my central office reviewers to submit an agreement request?

You may still contact your reviewer for guidance regarding your submission. However, beginning June 1st, you should submit all new agreement requests in the Agreements Module.

3. How can I schedule initial and/or follow-up training?

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 users and define their roles within the system as either a PI, a departmental coordinator, or study staff.

6. Can a PI assign a proxy to submit an agreement?

Eligible PI end users may delegate proxy status to another user to access and submit an agreement request on their behalf by clicking *Assign PI Proxies* in the activity section of the Record Workspace. This will open a space where they can select another user to complete the submission. The proxy must be a member of their research team identified in the Agreement Collaborators section of the General Information SmartForm page of the agreement 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 create an agreement request?

There are a couple of ways you can begin the process of creating an agreement request:

a. When you log in to the UT Research Management Suite, you land on your Personal Workspace. Directly beneath the Dashboard tab is the *Create* button. Click on this button to launch the Agreement SmartForm (questionnaire) and begin answering the questions. The forms adapt as you move through the process depending on the answers you provide.

b. You can also click on the Agreements tab immediately to the right of the Dashboard tab near the top of the Personal Workspace. Click the *Create Agreements* button near the top left of the page to launch the Agreement SmartForm and begin answering the questions.

8. I don’t see the Contracting Party name in the pulldown menu. How do I add that information to my submission?

A free text box is located directly beneath the populated list of catalogued UT contracting parties. Add an entry in this space if you cannot locate it in the pulldown list and you will be able to submit your agreement request. A central office staff person will review the entry and add it to the catalogued UT Austin list of contracting parties for future actions.

9. I have completed the Agreement SmartForm in the system. How do I submit it for central office review?

Once you complete the last SmartForm page and click *Finish*, your record will remain in the *Pre-Submission* state until you submit it. At this point it is awaiting further action by you, the Agreement Creator. You may hold it in this state if you are waiting for additional information to add to the SmartForm or a more suitable date in your calendar to forward it on to central office staff to conduct the internal review.

To move launch the review workflow, click *Submit* in the activity section on the left-side navigation area of the Record Workspace. The system will run a validation check and you will be asked to attest that you have completed the submission accurately and completely. Click *OK*. Your record has now moved forward to the central office and will be in an *Unassigned* state until it is assigned to a reviewer (Agreement Owner).

10. How do I make changes to an agreement request after I have submitted it for review?

After submitting an agreement request, you will need to withdraw it in order to make changes. Click *Withdraw* in the activity section of the Record Workspace. An agreement request can be withdrawn at any point up until it has been sent out for signature. However, once a reviewer has been assigned, please contact the reviewer to explain any changes you need to make, so they can return it to you via the *Request Clarification* action which will maintain your place in the review process.

11. How can I track the progress of my agreement request once I’ve submitted it for review?

The Agreement Record Workspace offers two visual cues regarding the progress of your agreement 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. *Language Finalized*, *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.

12. Will the system notify me (or my PI) when I need to take an action?

When your submission is assigned a central office reviewer you and your PI will be notified by email. Additionally, when a reviewer requests clarification about your submission or sends the finalized contract for your PI to sign, you/they will receive email notifications with links directing you/them to take action.

13. I received an email requesting clarification on an item in my submission. What do I do?

Click on the link in the email notification which takes you directly to the agreement record. Select the *History* tab directly beneath the Workflow Map. Click on *Clarification Requested* at the top of the History Activity Column. Read the instructions provided here by your central office reviewer and open any associated attachments. Return to the agreement record workspace and click the *Edit Agreement* button on the left-hand side of the page to make the requested changes to your submission. Click on *Submit Changes* in the activity section of the Record Workspace to return your submission to the reviewer.

14. How does my PI sign an agreement?

The Agreements Module integrates with UT Austin's DocuSign account. Your PI will receive a DocuSign notification email when they need to sign a finalized contract. However, wet signatures are still allowable as needed and can be accommodated within the module workflow.

15. My PI no longer needs the agreement that I requested. How do I pull it from the review workflow?

At any point up until the agreement is signed and becomes active, you make click *Discard* in the activity section of the Record Workspace to remove the agreement from the review workflow. Your request to discard the agreement prevents you from submitting that particular request again. However, it will always continue to exist as a discarded record in the *Archive* tab of the Agreements Workspace where it can be referenced and copied for future action.

16. Where can I find a list of all my PI's agreements that have been created in the system?

In the Agreements Workspace you can easily keep track of all of agreement submissions that you have created/submitted on behalf of your PI. Additionally, if your PI creates the request and adds you as a collaborator, you will be able to view and edit that submission.

Depending upon their current state, agreements requests 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. Can I clone a submission so I don't have to begin the process anew each time?

You 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. How do I make changes to agreements that are signed and active?

Once an agreement has been signed and activated, significant changes must be initiated through an amendment request. To launch an amendment, click *Create Amendment* in the activity section of the Record Workspace and add comments in the text box describing any changes you need to make. Next, open the *History* tab in the Record Workspace and click the *Amendment* link beneath the *Amendment Created* entry in the *Activity* column. This will take you to the amendment record. Click *Edit Amendment* to make changes to the agreement record. Click *Submit* in the activity section of the Record Workspace to launch the routing workflow.