UT RESEARCH
MANAGEMENT SUITE

Agreements Module Frequently Asked Questions

For Departmental End Users

1. What is the Agreements Module?

UT Research Management Suite – Agreements (UTRMS-Agreements) is the portal used to submit, review, manage, and report on all research contracts (funded and non-funded) at UT Austin. If you or your group plans to enter into a negotiated research agreement with an outside entity, you must use the Agreements module to provide relevant information. Once you have completed the appropriate web-based form, your submission will be routed to the appropriate central office for review, negotiation, signature, and activation.

Types of Agreements that are processed in UTRMS-Agreements include (but are not limited to) the following, as well as their Amendments:

> Non-Funded: Material Transfers, Non-Disclosures, Data Use Agreements, Memoranda of Understanding, Master Agreements, Export Control Plans, Teaming Agreements, Allocations of Rights and Confidential Data and Technology Control Plans (CDCPs and TCPs)
>
> Funded: Subawards, Sponsored Research Agreements, Clinical Trials and Data Use Licenses
>
> *note: Industrial Affiliate Programs (IAPs), Research Participation Agreements (RPAs) and Various Donors Agreements (VDAs) will continue to be processed in RMS until launch of the Grants module.*

Please continue to submit all non-research and procurement/services agreements to the Business Contracts Office.

2. How can I schedule training for the Agreements module?

Please visit our booking service to schedule training.

3. How is PI status managed and the PI role assigned in the system?

PI eligibility is managed by central research offices in accordance with UT Austin policy and UT Regents rule. Researchers with eligible titles are automatically granted PI status, while those with other titles are eligible for an exception (and still others are ineligible altogether).

Eligible users will have the Principal Investigator role applied automatically or manually to their UTRMS user profile, and so will appear in the *Agreement manager / Principal investigator* picklist. If you don't see the PI of your Agreement in this list, submit the Request PI/Co-PI Status online form.

4. Can a PI assign a proxy to submit or manage an agreement?

Any UTRMS-Agreements user may create an Agreement request. Any user may submit for review any request for which they are listed as Agreement creator—so while the PI proxy feature is available, it is neither required nor often necessary.

PIs may delegate proxy status to another user to access, submit, and manage an agreement request on their behalf by clicking *Assign PI Proxies* in the activity section of the Record Workspace. This will open a window where they can select another user to act as proxy. 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 automatically conferred for every submission instance on behalf of a PI. Proxy status can only be manually granted for individual agreement records.

5. Can I still use the PRF to submit an agreement request? Or call and email my central office reviewers?

You may still contact your reviewer for guidance regarding your submission. However, all research contracting requests must be submitted in the Agreements Module, including Non-Funded types (e.g. NDAs). In the case of various Funded types, the Agreement SmartForms replace the familiar Proposal Review Form (PRF) in RMS.

6. How do I create an agreement request?

When you log in to the UT Research Management Suite, you land in your Personal Dashboard. 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.

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.

For more detailed guidance on creating an Agreement and navigating the record workspace, visit the Documents Library for Walkthroughs and the Reference Guide.

7. I don't see my Contracting Party's 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 Austin 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 either add it to the catalogued list or make the applicable list selection.

8. 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 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).

9. 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.

10. 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.

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

When your submission is assigned a central office reviewer, the PI (and the Agreement record creator if someone other than the 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.

12. 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 (left-side margin) of the Record Workspace to return your submission to the reviewer.

13. How does the PI sign an agreement?

The Agreements Module integrates with UT Austin's DocuSign. The PI will receive a DocuSign notification email (sent to "[PI EID]@eid.utexas.edu") when they need to sign a finalized contract. However, wet signatures are still allowable as needed and can be accommodated within the module workflow.

14. The PI no longer needs the requested agreement. How can it be pulled from the review workflow?

At any point up until the agreement is signed and becomes active, you may 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.

15. 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.

16. 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 (left-side margin) of the Record Workspace. This will launch the amendment record which allows you to make changes to the agreement. Fill out the SmartForms and click finish. When you are ready for central office to review the amendment, click *Submit* in the activity section of the Record Workspace to launch the routing workflow.

17. Where can I find a list of all agreements submitted by an individual PI?

In the Agreements Workspace you can easily keep track of all of a PI's agreement records for which you have read/edit access.

To have read/edit access to a record, you must be identified in the Agreement Collaborators section of the General Information SmartForm page of the agreement submission. Read/edit access cannot currently be automatically conferred for every submission on behalf of a PI; it can only be manually granted for individual agreement records. However, departmental-based view access is expected in a future system update.

Depending upon their current state, agreements requests are sorted into the following categories in the Workspace: *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.