

RESEARCH INSTITUTE AT NATIONWIDE CHILDREN'S HOSPITAL

OFFICE OF TECHNOLOGY COMMERCIALIZATION STANDARD OPERATING PROCEDURES

SOP TITLE: AGREEMENTS REVIEW AND EXECUTION: CONFIDENTIAL DISCLOSURE AGREEMENTS, MATERIAL TRANSFER AGREEMENTS AND DATA USE AGREEMENTS

1. PURPOSE/SCOPE

The Office of Technology Commercialization participates in the review and approval of agreements for the Research Institute. This SOP is to assist the review and institutional approval of Confidential Disclosure Agreements, Material Transfer Agreements and Data Use Agreements.

2. PROCEDURES & RESPONSIBILITIES

It is the responsibility of the Agreements Coordinator to review and process for legal approval the contract review requests submitted to the Office of Technology Commercialization.

The Office of Technology Commercialization (OTC) is the Institutional Repository of Confidential Disclosure Agreements, Data Use Agreements and Material Transfer Agreements.

All agreement drafts provided by third parties are subject to an initial review by OTC and then submitted for review and approval from legal services. If Legal Services has modifications to the proposed language, OTC will coordinate the negotiations of the terms of these agreements. If a third party suggests modifications to NCH's institutional templates, these drafts will be subject to approval from legal services as well.

To start the process of an agreement please contact otcagreements@nationwidechildrens.org and one of our team members will assist you.

Please provide the following information with your contract review request:

1. Name of the counterpart institution.
2. Type of agreement.
3. Description of the purpose of this agreement.
4. Contact information of the counterpart institution.
5. Name of Principal Investigator.

Additional Criteria Required for Material Transfer Agreements:

The following criteria are additional for Material Transfer Agreements:

1. Name of the material.
2. Scope of Work.

For international shipments: Please contact the Office of Compliance for verification of export control restrictions before shipping the material.

Additional Criteria Required for Data Use Agreements:

The following criteria are additional for Data Use Agreements:

1. Name of our PI and the other party's PI.
2. Name of the Study.
3. Nature of the data being transferred: Totally de-identified, a Limited Data Set, or identifiable PHI. Please consider the most recent NCH policy on data transfers to make this determination.
4. In what direction is the data being transferred.
5. Please indicate whether the material transfer will require a payment or transfer of funds.

For international transfers: Please contact the Office of Compliance for verification of export control restrictions before shipping the material.