## OTHER AGREEMENT

## \*required question

- \*Name of Person Completing Form:
- \*Is this request related to a proposal or a time-sensitive matter?
- \*What is the deadline date?

## Requestor Information

- \*PI Name & Title:
- \*School/College:
- \*Department:
- \*Department Admin Contact:
- \*Please select what is needed for this request:
  -Select "I am not sure/It is not on this list."
- \*Please explain what you need assistance with and our team will reach out. (Please provide any relative documents in the File Upload field)
- \*IRB Approval #: (You will need to provide the IRB Approval Letter in the Attachment Upload field.)
- \*IRB Approval Expiration Date: (This date must be a future date.)

## **Documentation Provided**

(Upload all necessary documents that are related to your request.)

- o Scope of Work
- Detailed Budget
- Tax Determination Form (Tax Office IC Approval)
- Budget Justification
- New Agreement Template Provided by Sponsor
- o IRB Approval Letter
- IACUC Approval Letter
- Any Relevant Previously Fully Executed Agreements (This includes any prior CDAs, NDAs, ICAs, etc. related to the request.)
- Governing Agreement Fully Signed
- Additional Comments
- File Upload
- \*By checking this box, I acknowledge that all information I have given is accurate.
- Send me a copy of my responses.