

CONTRACT INTAKE FORM

If this is an **INTERAGENCY AGREEMENT** send to OGC@cuny.edu

If this is a **MATERIAL TRANSFER AGREEMENT (MTA)** send to Info.TCO@cuny.edu

This request is for review and execution of the following (Please Select Only One):

New Agreement

Amendment to Log Number _____

College _____ Principal Investigator (PI) _____

Title of Project: _____ PI Email _____

Date Contract Received _____ Date Submitted to RF _____

Increase/Decrease Amount (Amend) _____ New Total Amount _____ OR Budget Mod. No Cost Mod.

Sponsor Name _____ Sponsor Contact _____

Sponsor Contact Phone Number: _____ Sponsor Contact Email _____

Is the Research Foundation named as a party to the agreement? Yes No **If No, the contract will be returned to you**
 Does the contract contain the Research Foundation's address? N/A Yes No
 Is the person named on the signature line authorized to sign on behalf of the Research Foundation? Yes No

Has the sponsor set a deadline for signature by the Research Foundation? If so, attach communication from sponsor.

What is the deadline? _____

*If the deadline is 10 business days or less from the date of your submission, **request an extension from the sponsor** and attach communication from the sponsor showing the result of your request.*

*If the deadline is 5 business days or less from your submission, **email LegalAffairs@rfcuny.org immediately.***

Has each Investigator filed a Conflict of Interest disclosure form for this contract as required by [CUNY Policy and CUNY Procedures](#)?

Note that amendments also require disclosure. Yes No (If No - the contract will be returned to you)

If Yes, what was the determination of the College Conflicts Officer:

No Financial Conflict of Interest exists

A Financial Conflict of Interest exists

If there is a Conflict of Interest, you must attach the Conflict of Interest Management Plan issued by the CUNY Conflicts Committee for this contract or amendment. **If the Management Plan is not attached, this contract will be returned to you.**

IRB / IACUC - Please check the applicable statement below regarding IRB and/or IACUC approval:

IRB/IACUC approval is not applicable. The research does not involve the use of human or animal subjects.

The research involves human and/or animal subjects. An IRB and/or IACUC letter is/are included.

The research involves human and/or animal subjects, and IRB/IACUC approval is pending. The IRB/IACUC determination will be submitted once received. ****

****Submission of this form constitutes a certification that no human or animal subjects research will be commenced until an IRB/IACUC determination is in place.

Note: If proceeding under another institution's IRB approval, in accordance with CUNY Policy an IRB authorization agreement executed by CUNY must be attached.

Where indicated, the following documents must be attached for this agreement to be processed:

Scope of Work (SOW should not include proprietary or confidential information.)

(For amendments, attach a new Scope if there is one. If Scope is unchanged, check here)

Budget (for amendments, attach a new Budget if there is one. If Budget is unchanged, check here)

Proposal (if the agreement references or incorporates the proposal)

Completed Attachment 3B (for Federal FDP awards)

College Authorization – By signing below, the College acknowledges that:

1. If this is not a New York Sponsor, the RF cannot advise on, interpret or apply non-New York law. In the event of a dispute, there may be costly legal or litigation expenses, or both, for which the College will be responsible. The College understands and accepts those risks and wants the RF to administer the project.
2. The Research Foundation Administrative Fees will be charged to the College and the College authorizes the Research Foundation to execute the attached Agreement on behalf of:

Name _____ Signed _____ Date _____

Title _____ Phone No. _____