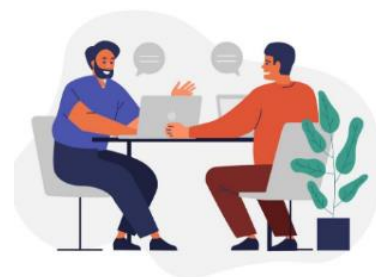


## CHAPTER 3

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## RESEARCH CONTRACTS

### Contract Issues

The Contracts team in the Research Operations Office is responsible for drafting and negotiating research collaboration agreements on grants where Cambridge is the lead or collaborating institution.

- The Research Operations Office is the only authorised signatory for research agreements at the University.
- Do not sign contracts yourself - as the University is there to protect you and your research from liability.
- The Contracts Team acts on behalf of researchers and the University to negotiate terms which facilitate the partnership between University academics and research collaborators, whilst assessing and managing inherent risks.

Standard collaboration agreements cover:

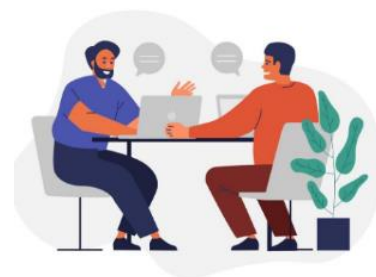
- a. publication and confidentiality procedures;
- b. intellectual property rights  
(<http://www.legal.admin.cam.ac.uk/how-we-can-help/copyright-compliance>);
- c. withdrawal/termination of the contract;
- d. limitations of liability;
- e. project governance and decision-making;
- f. chargeable costs and payment schedule; etc. which are important cornerstones of your collaboration.

It is recommended that you contact the Contracts Team **at the earliest opportunity when applying for a tender** as submitting an application for tender confirms acceptance of the terms and conditions.

The Contracts Team can try to negotiate exceptions of such terms where no beneficial or in contradiction to charitable status, etc.

Please also contact your Department Administrator who will involve the Research Office when funding is awarded to ensure that the necessary agreements are in place before the project starts.

Please note that a collaboration agreement may still be required even if Cambridge is not transferring funding to collaborators, e.g. to ensure that project contributions are deliverable.



## RESEARCH CONTRACTS

Contact details for the Contracts Team are on the Research Operations Office website: <https://www.research-operations.admin.cam.ac.uk/about-us/contact-us> ~ Schools of Arts Humanities, Social Sciences and Non-Schools

### Commercialisation/ Consultancy Work

If your work will lend itself to be commercialised or leads into consultancy work, Cambridge Enterprise can give you personalised legal and commercial advice.

Working with Cambridge Enterprise can protect you legally in your interactions with external parties. For contacts please see <https://www.enterprise.cam.ac.uk/about-us/our-team/consultancy/>

### External Partners

Data or material access/transfer with external parties as well as collaborations require a research contract between UCAM and the external partner. For background information see [Research Contracts \(sharepoint.com\)](#)

Online request forms for MTA's are available on the SharePoint site [Contracts Services \(sharepoint.com\)](#)

### CDA/NDA

Online request forms for CDA's are available on the SharePoint site [Contracts Services \(sharepoint.com\)](#).

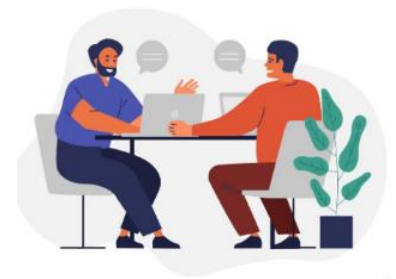
### Why Contracts Matter

Here a few examples of why contracts matter and what can go wrong when the Research Office has not negotiated and signed a contract:

- PI signs research contract and becomes personally liable with their property;
- PhD completion is jeopardised because collaboration partner has right to object publication;
- PI signs away all rights to results of their research and breaches clauses with other sponsors that fund related projects in his lab
- Subject matter in Confidentiality Disclosure Agreement with industry partner not clearly delineated binds all research groups in the whole University

# GUIDANCE FOR ASPIRING AND CURRENT PRINCIPAL INVESTIGATORS

Arts, Humanities and Social Sciences and Non-School Institutions



- PI agrees to description of work with insufficient funding with sponsor.
  - Department is charged with the shortfall and refuses to accept the project leading to lasting damage in relations with the funder and project cannot go ahead.

The following Narrated presentation will provide you with guidance on what type of research contract you will need to protect yourself, your research and the University. [Contract Essentials for PIs.pptx \(sharepoint.com\)](#)

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