

Procedure and Guidelines for Processing of Faculty Initiated Contractual Research Agreements with External Agencies/Companies

Office of Research

Following the discussion with faculty members, academic administrators, and legal department, the procedure and guidelines for “Processing of Faculty Initiated Contractual Research Agreements with External Agencies/Companies” have been established. The procedure outlined below represents a sequence of logical steps to streamline the process, and help protect the interest of faculty and the institution.

It is in the best interest of all that a faculty member must not make any commitment to an external industry, institution, agency or corporation on behalf of NJIT.

Any contractual research agreement must be processed through department chair, college/school dean and vice provost of research before it is reviewed and commented by the legal office. The research related contractual agreements are signed by the vice provost for research on behalf of NJIT.

The procedure with the following steps should be used towards the successful development and execution of a contractual research agreement.

1. Faculty member should initiate the process by identifying potential needs, terms and conditions of the contractual agreement using the NJIT standard template (or the company template, in case, a company needs to use its own template) based on the preliminary communication with the external industry, institution, agency or corporation. Any additional documents such as scope of work and budget should be attached to the draft as required. Please note that no commitment on behalf of NJIT should be made by the faculty member at this stage.
2. The draft NJIT contractual research agreement should be submitted to the department chair for initial review in the context of any departmental resources.
3. Department chair should forward the draft contractual research agreement with any comments to college/deans for further review and consideration.
4. College/school dean should forward the draft contractual research agreement with any comments to vice provost for research for further review and consideration.
5. After preliminary review, **the office of vice provost for research and development would forward the draft contractual research agreement to legal department** for complete review, comments and edits.
6. The edited version would be sent to the faculty and external agency as needed to converge on the document that is agreeable to all parties.
7. Once the contractual research agreement is converged and acceptable to all parties, it is executed through the office of vice provost for research.
8. A copy of the executed document is sent all concerned parties, chairs and deans.

You may download a copy of the NJIT standard research subcontract or consulting agreement template on the Policy and Forms webpage of the research website:
<http://www.njit.edu/research/researchers/policies-forms.php>