

Office of Research Services
Agreement Approval Form
Updated 2 February 2017

STEP 1: Complete Principal Investigator, Parties and Name of Project
STEP 2: Determine what type of agreement it is (2 types). Provide additional information for Type 1
STEP 3: Save the Form, then print and obtain required signatures (the type of agreement determines the number of signatures you need)
STEP 4: Forward this signed form, the Agreement, and any other documentation to Office of Research Services, Suite 200, Kelley Building

Name of Principal Investigator (PI) Parties to the Agreement: UPEI and

Name of Project

Not required: Other information about this Agreement that might be helpful to ORS in its review and processing; eg; related to existing project (limited space)

Does this agreement require compliance certification? Yes No If certification is required, provide certification type and file #

Agreement Type 1 (3 signatures required)

- Research Services *
- Collaborative Research
- Amendment to a previously signed agreement
- Inter-institutional Agreement
- Contribution Agreement
- Other

Note: A signed Research Approval Form (RAF) must be on file with ORS or included with this Agreement

** UPEI performs the research service and invoices for work completed.*

The RAF Form is
On file with ORS,
or see
Attached

Deposit funds into this research account . (Note: Please ensure this account can receive these funds.) OR Open a new research account Yes

Principal Investigator's Signature Date

Departmental / Faculty Review. I have reviewed and support the signing of this Agreement

Chair's Signature Date Dean or Designated Authority's Signature Date

Agreement Type 2 (only PI signature required)

- Confidentiality / Non-disclosure
- Material Transfer (MTA)
- Fee-for-service **

**** Fee-for-service:** An external person/company provides a service and is paid from an existing research account. The expense must be eligible and included in the approved budget. The signed Research Approval Form must be on file and the account must contain sufficient funds to pay the expense.

Account Number:

Principal Investigator's Signature Date