

**INTAKE FORM
COLLABORATION AGREEMENT
THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**

THIS IS NOT A COLLABORATION AGREEMENT

Information provided on this form will help the Office of Research Contract & Industry Agreements (CIA) develop an agreement to send to the Collaborator. Please complete and return to CIA at rcia@utrgv.edu.

UTRGV INVESTIGATOR INFORMATION

UTRGV Requesting Investigator: _____

Department: _____ Building & Room: _____

Email: _____ Phone: _____

Administrative Contact (if different from PI): _____

Title: _____ Email: _____

COLLABORATOR INFORMATION

Firm or Institution: _____

Address: _____

Primary Contact Name: _____ Title: _____

Email: _____ Phone: _____

Additional Contact (if different from Primary Contact): _____

Title: _____ Email: _____

PROJECT INFORMATION

Project Title: _____

Is this collaboration part of a funded project? YES NO If YES, provide ARGO #: _____

Provide a brief project description and describe each party's contribution in this Collaboration (*Please attach abstract/protocol*):

RESEARCH PLAN	YES	NO
Do you intend to publish your findings?		
If YES, are you willing to provide an advanced copy of the paper to Collaborator for review?		
Does the RESEARCH PLAN relate to or include an invention disclosed to UTRGV? If YES, please provide Disclosure Date:		
Do Principal Investigators or other key investigators have significant financial interest or management interest in the collaborating company?		
If YES, is there an approved Conflict of Interest Management Plan in place? (For more information, email: researchcompliance@utrgv.edu)		
Is there a likelihood of an invention resulting from Collaboration? If YES, please attach a detailed description.		
Will Confidential Information be shared?		
Will the Collaboration involve a Collaborator from outside of the United States?		
Are there clearly defined deliverables and timelines for each party? If YES, please attach a timeline or project management plan.		
Will this Collaboration result in the creation of new datasets or biorepositories? If YES, describe access, storage, and usage plans:		
Will the research output be made publicly available (open data repositories)? If YES, specify repository or platform to be used:		

The RESEARCH PLAN identified must have an approved study with a corresponding number for each of the activities checked. (Check all that apply)

TYPE OF STUDY	YES	NO	STUDY #	APPROVAL STATUS
Animal Use				
Human Subjects				
Recombinant DNA				
Biohazardous Agents				

Please attach an approval letter(s) with all other documents attached with application.

MATERIAL TRANSFER INFORMATION

Will there be an exchange of MATERIAL? YES NO

If YES, indicate who will be providing MATERIAL.

UTRGV Collaborator Both

Describe the purpose of the MATERIAL. (Check all that apply)

	The MATERIAL will be provided for the purpose of product testing and evaluation (i.e. testing and expression system) for the organization providing.
	The MATERIAL is a tool, kit, or instrument that will be used in the conduct of research.
	The MATERIAL is a reagent.
	Progeny, unmodified derivatives, or descendant copies will be made from MATERIAL.
	MATERIAL will be modified or will be used to produce modified derivatives.
	Other, please explain in layman's terms:

	YES	NO
Is the MATERIAL patented or patent pending?		
Is the MATERIAL in clinical use?		
Will you be making any modifications to the MATERIAL?		
If YES, describe how?		
Is MATERIAL from human cell line(s)? If YES, please attach documentation that the MATERIAL is pathogen free.		
Will the MATERIAL require reimbursement by the RECIPIENT for the cost of this MATERIAL or shipment of the MATERIAL?		

DEFINITIONS

Progeny: Unmodified descendants from the MATERIAL, such as virus from virus, cell from cell, or organism from organism.

Unmodified Derivatives: Substances created by the RECIPIENT which constitute an unmodified functional subunit or product expressed by the MATERIAL. Examples: subclones of unmodified cell lines, purified or fractionated subsets of the MATERIAL, proteins expressed by DNA/RNA supplied by the PROVIDER, or monoclonal antibodies secreted by a hybridoma cell line supplied by the PROVIDER.

DATA TRANSFER INFORMATION

Will there be an exchange of data? YES NO
If YES, who will be providing the data? UTRGV Collaborator Both

Type of data (check all that apply):

De-identified data
Limited data set
Personally identifiable information – Common Rule Only
Personally identifiable information – HIPAA
Personally identifiable information – FERPA

Does the project involve the use of data pertaining to human subjects? YES NO

If YES, does the research meet the definition of human subjects research?

No. PI and/or IRB determined that project is not human subjects research.

Yes. (Indicate status of IRB protocol below):

IRB protocol has not been submitted yet.
IRB protocol review is pending.
Approved IRB.

Data delivery method:

Electronically
By mail
Other, please describe:

Describe the Data to be exchanged: (Include all the following details.)

- Type of data collection
- Data collection methods
- Data analysis plan
- Method on how data will be transferred.
- Method of disposition or archiving data after completion of the project.

OTHER CONSIDERATIONS

ON-SITE VISITS

Will the collaboration involve any on-site visits or physical presence at either Collaborator's facilities or UTRGV?

YES NO

If YES, indicate location(s): Collaborator Facility UTRGV OTHER:

Purpose of visit:

Duration:

IN-KIND CONTRIBUTIONS

Will there be any in-kind contributions provided by either party? YES NO

If YES, specify type (check all that apply)

Goods
Use of facilities
Volunteer Services
Other:

To the best of my knowledge, the above information is true and correct.

Signature: _____ Date: _____
UTRGV Investigator

Acknowledged without objection.

Signature: _____ Date: _____
Department Chair (initials)

Signature: _____ Date: _____
Associate Dean for Research (initials)

Attach the following, if applicable:

- Abstract or Protocol
- IRB/IACUC approval letter(s)
- Conflict of Interest Management Plan
- Any agreement(s) relating to this project.

If there are any questions regarding the agreement, please email rcia@utrgv.edu.