



Negotiating and Signing Authority  
for Agreements Related to Research

Contract	Review and Signature <sup>i</sup>
Material Transfer Agreements	OTD
Visiting Scientist Agreements with industry	OTD
Visiting Scientist Agreements with non-profits, government (domestic) and educational institutions	OSP/SPA/ORA
Data Use Agreements	OSP/SPA/ORA
Visitor Participation Agreement visitors to Harvard	Review: Relevant school/unit official, in consultation with OVPR Signature: No institutional signature
Sponsored and Non-Funded Research/Collaboration Agreements with industry <sup>ii</sup>	OTD
Sponsored and Non-Funded Research/Collaboration Agreements with non-profits, government (domestic) and educational institutions	OSP/SPA/ORA
Sponsored Research/Collaboration Agreements with industry under a federal prime grant or contract	OSP/SPA/ORA
Sponsored and Non-Funded Research/Collaboration Agreements with foreign government or quasi foreign government entities	Review: OSP/SPA/ORA and OVPIA, in consultation with OGC Signature: OSP/SPA/ORA leadership and OVPIA <sup>iii</sup>
Outgoing Subaward Agreements to industry under an industry sponsored agreement	OTD
Outgoing Subaward Agreements to an educational institution or non-profit under an industry sponsored agreement	OSP/SPA/ORA
Outgoing Subaward Agreements to all subrecipients under a non-profit, government, or educational institution sponsored agreement	OSP/SPA/ORA
Vendor Consulting and Services Agreements under a Sponsored Research/Collaboration Agreement <sup>iv</sup>	Review: Relevant school/unit official and/or Procurement (which may consult with other offices as needed). Signature: Relevant school/unit official
Vendor Consulting and Services Agreements under an industry sponsored agreement	Review: Relevant school/unit official and/or Procurement, in consultation with OTD Signature: Relevant school/unit official
Service Agreements to hire external Consultants or other individual Service Providers in connection with sponsored research/non-funded collaboration	Review: Relevant school/unit official, in consultation with Procurement and local HR (which may consult with other offices as needed) <sup>v</sup> Signature: Relevant school/unit official
Consulting or related Service Agreements through the University <sup>vi</sup> Harvard acting as consultant	Review: OSP/SPA/ORA, in consultation with OGC. <sup>vii</sup> Signature: Relevant school/unit official
Confidentiality Agreements or Non-Disclosure (NDA) Agreements for: A) disclosure of Harvard IP or other confidential information (“CI”) to any <b>for-profit</b> third party; B) receipt of CI from any for-profit third party; or C) mutual exchange of CI with any for-profit third party	Review: OTD Signature: OTD, with faculty member acknowledgement
Confidentiality Agreements or Non-Disclosure (NDA) Agreements for: A) disclosure of Harvard IP or other CI to any <b>non-profit</b> third party; B) receipt of CI from any non-profit third party; or C) mutual exchange of CI with any non-profit third party	Review: OSP/SPA/ORA Signature: OSP/SPA/ORA and/or faculty member <sup>viii</sup>
Confidentiality Agreements or Non-Disclosure (NDA) Agreements relating to the procurement of goods or services, e.g., bids for goods/services, use of demonstration equipment	Review: Procurement Signature: Relevant school/unit official or, in limited cases, Procurement
Services Provided by an approved Core Facility or Service Center	Relevant school/unit official
Gifts/Pledges	Review: ADS and relevant school/unit official Signature: ADS
Outgoing awards under Gift funding	Review: OSP/SPA/ORA Signature: Relevant school/unit official
Incoming Beta Use Agreements with industry for use by faculty related to research (for software/products	Review: OTD (in consultation with OGC as necessary) Signature: Relevant school/unit official for incoming licenses with no IP rights to provider; OTD if IP rights granted back to provider
Fellowship Agreements through Harvard	OSP/SPA/ORA



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Outgoing Intellectual Property License Agreements	Review and Signature: OTD
SaaS (Software as a Service) and EULAs (end use license agreements) related to purchased products	Review: Procurement (in consultation with OTD, OGC, or OSP/SPA/ORA as necessary) Signature: Relevant school/unit official
Incoming Intellectual Property (Patent or Software) License Agreements other than SaaS agreements and EULAs	Review: OTD and, if needed, OGC Signature: Relevant school/unit official
Equipment Loan Agreements <sup>ix</sup>	Review: Relevant school/unit official, in consultation with Procurement Signature: Relevant school/unit official
Intellectual Property Management Agreements/Plans	OTD (and OSP/SPA/ORA if required in connection with a sponsored agreement from non-profit or government)
Secondment Agreements <sup>x</sup>	Relevant school/unit official, in consultation with local HR
Clinical Trial Agreements/Clinical Research Agreements with industry	OTD, in consultation with OVPR
Clinical Trial Agreements/Clinical Research Agreements with non-profits, government (domestic), or universities	OSP/SPA/ORA, in consultation with OVPR
Inter-Personnel Act (IPA) Agreements and Billing Agreements under a sponsored award	OSP/SPA/ORA

Abbreviations Used Herein:

- ADS: Alumni and Development Services  
HR: Human Resources  
OGC: Office of the General Counsel  
ORA: Harvard Medical School Office of Research Administration  
OSP: Office for Sponsored Programs  
OTD: Office of Technology Development  
OVPIA: Office of the Vice Provost for International Affairs  
OVPR: Office of the Vice Provost for Research  
SPA: Harvard Chan School Sponsored Programs Administration

<sup>i</sup> The intent of this document is to list the responsible parties for coordinating the review and signature of research-related agreements at Harvard. To the extent an agreement type listed herein arises outside of the research context, the named parties may still be consulted for guidance. Regardless of whether expressly required under this document, the responsible parties shall consult with other stakeholders within the University, including OGC and OVPR, as appropriate to finalize such agreements in accordance with Harvard policies.

<sup>ii</sup> Grant agreements from industry that do not involve the development and/or licensing of inventions or software (e.g. sponsorship of a conference, funding to produce a white paper) may be reviewed and signed by OSP/SPA/ORA. All contracts and other research collaborations with industry should be routed through OTD.

<sup>iii</sup> All sponsored research and all funded or unfunded research collaboration agreements with foreign sovereign governments require the review and signature of both (i) OSP/SPA/ORA (for itself and as a decanal designee for sponsored research purposes) and (ii) OVPIA. Unless otherwise determined by UCIPS (University Council on International Projects and Sites), all other non-sponsored agreements for non-research purposes with foreign sovereign governments shall require signature by both OVPIA and the dean of the cognizant school, if any.

<sup>iv</sup> Vendor agreements unrelated to sponsored research are also reviewed and signed by the school/unit. The school/unit should follow local guidelines to determine when it is appropriate to consult with Procurement (which may also consult with other offices) prior to signing.

<sup>v</sup> When entering into any agreement with an individual abroad for the provision of services, Global Support Services may also be consulted for guidance.

<sup>vi</sup> Please refer to the University policy on [Consulting or Related Service Agreements](#).

<sup>vii</sup> In accordance with [Harvard policy](#), if an incoming consulting agreement cannot be signed on an individual basis and cannot be renegotiated as a sponsored research agreement, and if the proper approvals are received to accept a consulting agreement through Harvard, OGC is responsible for negotiating the consulting agreement and the school or unit official would sign.

<sup>viii</sup> If a faculty member is the only individual receiving and reviewing information under the NDA and the information will not be collected, transferred, or stored using Harvard systems, such researcher may sign in an individual capacity following review by OSP/SPA/ORA. All agreements signed by OSP/SPA/ORA require a faculty signed acknowledgment.

<sup>ix</sup> To the extent an Equipment Loan Agreement is for purposes of beta testing such equipment, it should be treated as a Beta Use Agreement for purposes of this document.

<sup>x</sup> Agreements “seconding” fellows to Harvard under a Marie Skłodowska-Curie Research Fellowship or similar program should be treated as a Fellowship Agreement through Harvard for purposes of this document.