

Sample research agreement

AGREEMENT FOR RECEIVING FUNDING UNDER THE ENRICHING RICE THROUGH INFORMATION TECHNOLOGY (ERIT) PROGRAM

THIS AGREEMENT FOR FUNDING UNDER THE SEED FUNDING PROGRAM ENRICHING RICE THROUGH INFORMATION TECHNOLOGY (ERIT) (“Agreement”), is by and between the Ken Kennedy Institute for Information Technology (“K²I”), and PI (the “Investigator”), the lead investigator on the research project entitled “title” (the “Project”). The Effective Date of this Agreement for a duration Project is date.

K²I’s Obligations

K²I awards \$\$ to fund Project. It is important to note that no money will be transferred before the research is performed. That is, the Investigator performs the proposed research and incurs expenditures per the approved budget. After the fact, Investigator invoices K²I for the research expenditures. To support this, K²I will create a new fund number in your home department and authorize research expenditures up to \$\$ (first year approved budget) *as soon as all pre-award requirements have been met*. Please note, K2I will have “view access” of this fund in Banner. If sponsored Project is a two-year Project, an authorization for expenditures for the remaining award balance (\$\$) will only be made after K²I receives and approves the required mid-term project and expenditure report (see 2.2). Only after K²I accepts the required project and expenditure reports for a specific research period will actual funds be transferred to the fund created in your home department.

Investigator’s Obligations

The Investigator agrees to fulfill the following obligations under this agreement, and acknowledges that failure to fulfill such obligations may result in termination of the agreement and no transfer of funds. The obligations are as follows:

2.1 Pre award

Each project, prior to the release of funding, is required to provide K²I with the following:

- a) an executed copy of this agreement
- b) if required, submit and obtain IRB protocol approval (IRB protocol # _____)
- c) a link to a web page describing the project with a revised project description and credit to funding source as specified in 2.2
- d) the name and contact information for the person and department who will manage the fund
- e) proposal must be submitted through the [Cayuse](#) web portal

2.2 Post award

There are several post award requirements that **must** be met. The intent is not to manage or interfere with an awardee’s research, but rather to evaluate projects and activities so that we can evaluate program success, report on outcomes, and assist in securing further funding. Each project is specifically required to provide:

- a) One-year project: schedule a midterm briefing approximately six months after start date. This briefing **must** include progress summary, future plans, proposal efforts and a research expenditures report.
- b) Two-year project: submit a written report 60 days prior to the one year anniversary. This report **must** include progress summary, future plans, proposal efforts and a research expenditures report. First year expenditure approval and money transfer and second year funding is contingent on acceptable progress and will not be released without satisfactory review.
- c) Upon conclusion of the project, both one and two-year award recipients will be required to give an oral presentation of their research to the Institute Directors and other interested colleagues. In addition to the oral presentation a written summary of no more than two pages should be submitted to the Ken Kennedy Institute. The final report should outline future plans, describe how the funds have been leveraged, and include a research expenditures report detailing project expenses (the research expenditures report is not counted towards the two page summary report).
- d) Publications derived from research funded under this program are required to acknowledge the support by inserting appropriate wording (i.e., “this work made possible in part through support from the Ken Kennedy Institute for Information Technology at Rice University under the Enriching Rice through Information Technology seed funding program supported by _____”).

All reports should be sent to the Associate Director of the Ken Kennedy Institute.

By signing this document the parties accepts the terms of this Agreement, effective on the Effective Date provided in the first paragraph of the Agreement.

Ken Kennedy Institute Victoria Langlais	Date	Investigator PI	Date
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Associate Director, The Ken Kennedy Institute	<i>Dept. affiliation</i>
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