



Agreements Defined

Below is a list of common agreement types defined. Abbreviations specified below serve as a pre-fix within the auto populated title of the agreement. **For funded awards, only Grant, Contract or Outgoing Subaward are valid types of agreement records.**

Name	Definition	Abbreviation
Business Associate Agreement	A BAA is used when an entity needs to be provided with protected health information (PHI) to perform duties on behalf of the HIPAA-covered entity. A signed HIPAA business associate agreement must be obtained by the HIPAA-covered entity before allowing a business associate to come into contact with PHI or ePHI.	BAA
Data Use/Sharing Agreement	Data Use Agreements (DUA) are a type of contract that establishes terms for the transfer between organizations of nonpublic data to be used for research. They should be used for incoming or outgoing transfers of research data. DUAs clearly specify who may use the data, for what purposes, what safeguarding measures must be taken, and how the provider should be acknowledged in any publications.	DSP
Intellectual Property Agreement	As indicated by the agreement name, intellectual property agreements are narrowly defined. Typically, intellectual property agreements are written to cover inventions or other discoveries that may result from a collaboration. While they can cover copyrights (also a form of intellectual property), they frequently do not. Still, the coverage of intellectual property agreements would be essentially the same for inventions as for copyrights. The basic issue covered is ownership of the intellectual property (i.e. who owns what, and under what conditions). Other items addressed would be license rights between the parties, and perhaps provisions on sharing costs and income related to the protection and licensing of intellectual property.	IP
Master Agreement / IDIQ	Master agreements and indefinite delivery indefinite quantity contracts are issued when a sponsor has identified a need for services, but does not know precisely how or when these services will be required. The terms and conditions of this master agreement are negotiated and accepted by both parties but it does not contain a statement of work or any funding. As the sponsor identifies a need, it will issue a task order awarding the funds for the particular task and specifying the exact work to be done in a statement of work.	MRA
Material Transfer Agreement	These are used to document and govern the transfer of biological or other scientific materials from one party to another for research purposes. They typically address conditions of use and royalties or intellectual property rights that may result from such use	MTA
Non-Disclosure Agreement	A legally binding agreement to treat specific shared information as confidential, proprietary or trade secret and not to disclose it to others without proper authorization. It is Mason policy to require Principal	NDA

	Investigators to sign these agreements acknowledging their responsibilities to safeguard such confidential information during the course of preliminary discussions or any research projects.	
Outgoing Subaward	Issued under a prime award (grant, contract or cooperative agreement) where a portion of the scope of work is delegated by the prime award recipient to a subrecipient.	SUB
Teaming Agreement	An agreement involving two parties who wish to combine resources to submit a proposal for a government contract. The agreement will specify which party will serve as the prime award recipient and which will serve as the subaward recipient should the proposal be selected for funding. The prime award recipient is then legally obligated to issue a subaward to the subrecipient within a reasonable amount of time after receipt of award.	TA
Unfunded MOU/ Collaboration Agreement	An MOU is commonly used as a confirmation of agreed upon terms when an oral agreement is reduced to writing. It sets forth the basic principles and guidelines under which the parties will work together to accomplish their goals. It is uniquely tailored to each individual circumstance.	MOU
Visiting Professor Agreement	A legally binding agreement wherein a visiting scientist is granted permission by a Mason faculty member to access the intellectual and physical resources of the University for a finite period of time within a specific context.	VPA
Grant	Financial assistance for a specific purpose or specific project without expectation of any tangible deliverables other than a final report. The sponsor does not play an active role in the research project and there are only few general terms and conditions.	GRT
Contract	Legally binding document signed by authorized officials from both parties providing support for a specific set of tasks for the direct benefit of the sponsor. A contract contains a narrowly focused statement of work and detailed terms and conditions.	CON
Cooperative Agreement	A grant whereby the sponsor is substantially involved in the project and the outcome of the research results. The sponsor and university work collaboratively and the reporting requirements are usually more strict.	CA
Incoming Subaward	Mason is not using this type of agreement in RAMP, please select either Grant or Contract as appropriate. Issued under a prime award where a portion of the scope of work is delegated by the prime award recipient to George Mason University as the subrecipient	IS
Intergovernmental Personnel Act	A contract under the Intergovernmental Personnel Act whereby a federal agency purchases the services of a faculty member.	IPA
Services Agreement	A services agreement is used for the procurement of services. Typically used when testing, training or faculty practice services are provided by George Mason University	SA
Task Order	Mason is not using this type of agreement in RAMP. An order for services typically placed against an established contract, such as a Master Agreement or IDIQ	TO
Other Transaction Agreement	A type of federal contract which does not incorporate the standard terms and conditions of the FAR but rather, all terms and conditions are negotiated between the federal sponsor (currently only the Department of Defense and NIH are authorized to award OTAs) on a case-by-case basis.	OTA