



**Purpose:** A business process around Industry Sponsored Research Agreements (ISRAs) ensures:

- the efficient coordination between departments, SPA and OTD
- the timely recording of information in GMAS
- the timely review, sign off and submission of proposals

The risk of not adhering to this process may result in delays in proposal submission to industry sponsors.

**Standards of Service:** It is expected that as soon as OTD has an inclination that interaction with an industry sponsor will move from the discussion phase to the proposal phase that they will inform both the department and SPA. The department and SPA will work together to ensure efficient preparation and review of the proposal for a timely submission. In the case where an ISRA is PI initiated, the PI or GM will inform OTD of the opportunity.

### Process Steps for Industry Sponsored Research Agreements

Step	Role	Task/Activity
1	DBD	Discusses research possibilities with industry sponsor.
2	DBD	Links PI with industry sponsor.
3	DBD	Informs SRC of opportunities and details on any specific ISRAs during weekly update meeting.
4	DBD	Negotiates a total budget number with sponsor.
5	SRC	Shares opportunities list bi-weekly with SPA. SPA will incorporate into weekly metrics for SRAs.
6	SRC	Initiates a request in GMAS. Begin Project Title with "OTD". Enters PI name and adds OTD staff to administrative team.
7	SRC	Emails specific grant manager with cc. to SRA and PI regarding developing ISRA.
8	DBD	Works with PI to formulate a research plan.
9	GM	Works with PI to develop a budget.
10	GM	Completes proposal in GMAS.
11	SRA	Works with GM to get appropriate approvals (IRB, IACUC, COMS, Provost, etc.).
12	SRA	Reviews proposal and provides feedback to GM.
13	GM	Incorporates any feedback and locks and routes for signature.
14	AD	Reviews and signs off on ISRA.
15	DBD/TT	DBD and OTD Transactions Team (TT) finalize negotiation of ISRA.
16	SRA	Confirms with SRC that ISRA is ready for submission.
17	SRC	Submits ISRA to sponsor and coordinates full execution.
<b>Award setup and post-award</b>		
18	SRC	Sends fully executed agreement and related documents to SRA, AD, OSP, PI and GM.
19	SRA	Updates GMAS with relevant information.
20	OPS	Issues action memo to department.
21	DBD/PI	Manages all communications with sponsor including submission of deliverables and progress reports.
22	SRC or SRA	Works with dept. if subcontracts or other requests are required. Initiates all requests in GMAS. SRC does subs with for profit entities and SRA does subs with not for profits.
23	SRA	Reviews and locks and routes requests.

**Definitions:**

ISRA: Industry Sponsored Research Agreement  
SRC: Sponsored Research Coordinator (in OTD)  
SRA: Sponsored Research Administrator (in SPA)  
GM: Grant Manager (in Dept.)

DBD: Director of Business Development (in OTD)  
AD: Associate Director of Sponsored Programs (in SPA)  
OPS: GMAS Operations (in SPA)  
TT: OTD Transactions Team