Quick Reference Card
for PI/Project Team:
Unfunded Agreements

What is an Unfunded Agreement?
An “unfunded agreement” (UFA) is a non-financial agreement with a sponsor. Examples of UFA types include:

- Confidentiality (non-disclosure) agreements
- Material transfers (incoming/outgoing)
- Research collaboration agreements

What is a Clinical Trial Routing Form?
The Clinical Trial Routing Form (CTRF) is a PAF with a limited set of questions. A completed CTRF is used to notify ORSP to begin proposal negotiations while the Project Team completes the full PAF.

You can enter a CTRF if:

- The proposal is for a Non-Federal Clinical Trial and
- Your UFA has an Active State, a paper UFA already exists, or no UFA is required.

Entering a Non-Disclosure Agreement in eRPM

Create New UFA
1. From your Home Workspace, click Create New Clinical Trial NDA (UFA).
2. Complete the Introduction page.
   - Select Non-Disclosure Agreement from the Agreement Category field.
3. Click Continue.

Enter Personnel
Enter the Participant and the Primary Administrative Contact to identify the Project Team for the UFA. You must have at least one of each on the UFA to save!

1. Click Add.
2. Enter uniqname or last name. Use % as wildcard.
3. Click Select.
4. Select Role.
5. Select Edit UFA to grant edit rights to the UFA form.
6. Click OK.
7. Click Add Appointment for the Participant(s).
8. Enter Appointment options:
   - From HR System: click Add to UFA.
   - For future appointments: enter Title and Department ID, then click Add to UFA.
9. Click OK.
Enter Non-Disclosure Agreement Information

Non-Disclosure Agreement

Is this Non-Disclosure Agreement being requested as part of a Clinical Trial? * Yes ☐ No ☐ Clear

"Yes" to Clinical Trial = use the CTRF to begin PAF process upon UFA approval.

Complete the Non-Disclosure Agreement (NDA) page.

Enter Sponsor Information

Enter the Sponsor Information. Required fields are:

1. **Project Administrative Home** - defaults from the Contact Participant’s appointment.
2. **Priority Considerations** - click Add to select the Priority Type and Date. Then click OK.

This info helps your unit or ORSP prioritize UFA review and approval.

3. **Target Agreement Execution Date** - enter the deadline on which the UFA terms should be finalized.

This date will appear in the lists on the UFAs workspace under Deadline.

4. **Sponsors** - click Add to enter the Name and Role (Direct or Prime) of the sponsor. Then click OK.

5. **Sponsor Contact Confirmation** - click Add to enter the contact information for the sponsor. Then click OK.

6. **ORSP Project Representative**

7. **Routing and Processing Instructions** - provide information for your unit or ORSP.

8. **Supporting Documents** - browse for, then click Attach to upload the applicable NDA documentation.

End of UFA Worksheet

Review this page to identify your next steps.

Click Hide/Show Errors to verify if any corrections need to be made.

Click Finish to go to the UFA’s summary (Main) page.

Project Team: Routing UFAs

From your Home Workspace, click the UFAs tab to display your list of UFAs and view an UFA’s State.

1. Select the applicable UFA.

2. The Contact Participant selects the Sign UFA Activity to:
   - Complete the Conflict of Interest (COI) Statement
   - Upload COI documentation, if applicable
   - Sign the UFA
   - Click OK

2. Click the “Send NDA” Activity to route the UFA for review.
   - Enter Comments, if applicable
   - Click OK

Activities

Project Team Send NDA for Unit Processing

If you specified a COI, the "Send" Activity changes to "Project Team Send NDA to ORSP."

Your unit can only review and process UFAs meeting the following conditions:
   - UFA form signed
   - Conflict of Interest = "No"
   - Sponsor will accept the NDA template containing standard legal terms
Entering a Clinical Trial Routing Form (CTRF) in eRPM

**UFA Workspace**

1. From your Home Workspace, click the **UFAs** tab.
2. Select the applicable UFA from the **Active UFAs** list to open it.
3. Select the **Create Clinical Trial Routing Form** Activity.

- If you use the **Activity**, the system copies UFA information into the CTRF.
- If you use the **Create New CTRF** button on your Home or UFA Workspace, you will need to complete all fields.

4. Enter the **PAF title**.
5. Click **OK**.

**Clinical Trial Routing Form (CTRF)**

Enter the CTRF. Some of the required fields are:

- Project title
- Non-Federal Clinical Trial verification
- Sponsor deadline
- Clinical Trial information
- Notes for ORSP
- Supporting Documents (e.g., draft contract, research plan)

1.2.1 Is this PAF being requested for a Non-Federal Clinical Trial? *Required to Save

- Yes
- No

Information that defaults from the UFA (e.g., sponsor information, personnel) can be edited except for question 1.2.1.

**End of CTRF Worksheet**

Review this page to identify your next steps.

Click **Hide/Show Errors** to verify if any corrections need to be made.

Click **Finish** to go to the CTRF’s summary (Main) page.

**Project Team: Notify ORSP Activity**

1. Click **Notify ORSP CTRF is Complete** to alert ORSP to begin contract negotiation.

2. Enter **Comments**, if applicable.
3. Click **OK**.

Completing this activity opens the full PAF. The PAF **State** changes from CTRF Preparation to Proposal Preparation.

Finish the PAF, as applicable, to route the proposal for unit review.