



Research Administration Practices (RAP) Sessions

Types of Agreements

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Agenda

RAP Sessions: Targeted skills based educational offerings open to the Research Administration community at MIT. Information gathered and shared with attendees can be taken back to their desks and applied immediately.

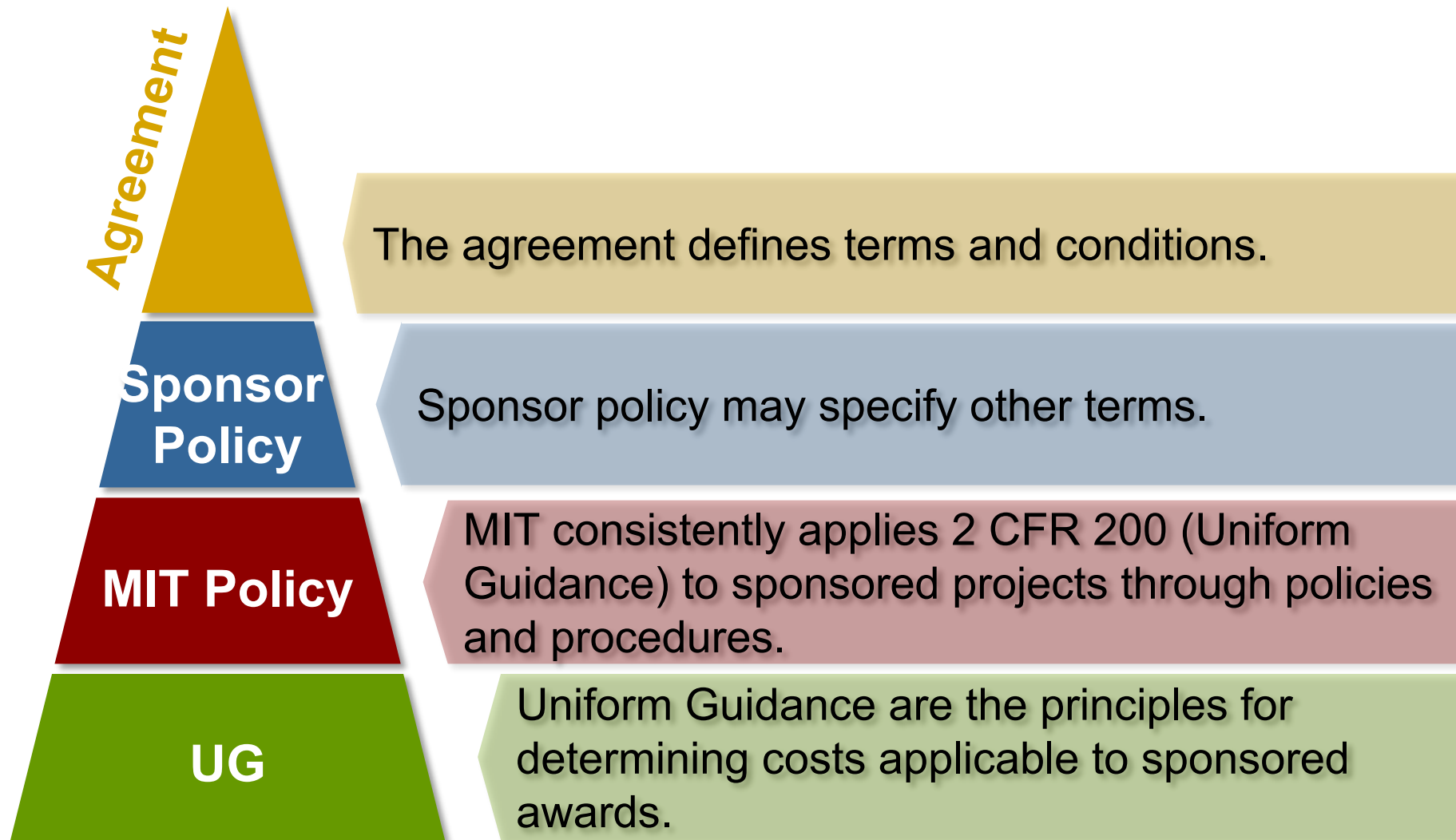
- Introductions
- Proposal Stage
- Negotiation and Award
- Award Management
- Questions

Introductions

Denise Moody, *Associate Director, Research Administration Services, RAS*

Michael P Corcoran, *Associate Director and Federal Agency Lead, RAS*

The Pyramid of Precedence



Sponsored Award Types

Type	Purpose	Deliverables expected	Sponsor involvement	Most Common Sponsors
Grant	Support for public purpose by transferring money or anything of value to recipient	Progress reporting and data sharing. No expectation of any tangible deliverables	No substantial involvement anticipated between sponsor and recipient	<ul style="list-style-type: none"> Federal (Assistance) Foundations Non-Profits
Cooperative agreement			Substantially involves the sponsor during the performance period and in the outcome of the research results	<ul style="list-style-type: none"> Federal (Assistance) Foundations Non-Profits
Contract	Acquire property or services for the direct benefit of sponsor	May be specified by sponsor	<ul style="list-style-type: none"> Sponsor acts as the technical overseer Substantially involves the sponsor during the performance period and in the outcome of the research results 	<ul style="list-style-type: none"> Federal (Procurement) For Profit (Industry)

Other Award Types

- Purchase Order
- Other Transaction
- Sponsored Research Agreement
- Collaboration Research Agreement
- Consortium Membership Agreement

Proposal Stage

Proposal Instructions Red Flags

- Award instrument type is expected to result in a contract
- Only US citizens may participate in research.
- Fixed Fee, Fixed Price, or Other Transaction contract will be issued.
- Acceptance of award terms **upon submission of the proposal:**
 - Sample language: *“By responding to this RFP, you are representing: (i) that you have authority to bind the named applicant to the RFP Terms set forth above, without amendment; and (ii) that you agree to be bound by them.”*
 - Federal Solicitations may contain a model contract with terms and conditions that we must provide exceptions to at proposal submission.

Funding Type of Instrument (found in Proposal instructions)

- **Types of Instruments that May be Awarded:** Procurement contracts, grants, cooperative agreements or Other Transactions

B. Federal Award Information

Anticipated awards will be made in the form of procurement contracts, grants, or cooperative agreements, and are subject to the availability of appropriations. Funding for the second year and beyond will be contingent upon satisfactory performance and the availability of funds.

The ACC-APG RTP Division has the authority to award a variety of instruments on behalf of ARL-ARO. The ACC-APG RTP Division reserves the right to use the type of instrument most appropriate for the effort proposed. Applicants should familiarize themselves with these instrument types and the applicable regulations before submitting a proposal. Following are brief descriptions of the possible award instruments.

If the sponsor reserves the right to determine the type of funding instrument, carefully read clauses for each type.

Areas of Concern

- Publication Restrictions
- Foreign National Restrictions (who can participate in research)
- Intellectual Property Rights/Ownership/Royalty Sharing
- Open access publication of results (added cost)
- Allowable costs (direct & indirect)
- Cost Sharing requirement
- Payment mechanism (including frequency, fixed price, payment tied to deliverables)
- Federal Contracting Clauses / Federal Acquisition Regulations (FAR)

Key Reminders at Proposal Stage

- Announcements may provide points of reference for Terms based on Instrument Type.
- Contracts (Procurement) may have additional disclosure requirements or clauses requiring negotiation.
- Read the full Announcement and reach out **ASAP** to your RAS Contract Administrator with any questions.
- **Allow sufficient time for RAS to review and determine how to respond to requirements in the proposal stage (at least 5 business days)!!!!**

Negotiation & Award

Award Negotiations

- Grants and Cooperative agreements
 - Federal sponsors generally issue standard awards (e.g., <http://www.nsf.gov/awards/managing/rtc.jsp>)
 - Private/Non-Profit agreements grant terms are variable and are reviewed case-by-case for acceptability
- Contracts
 - Negotiations generally take longer

Contract

The principal purpose of the agreement is for the government to acquire by purchase, lease, or barter, property or services for direct benefit and use of the federal government. There is substantial involvement between the governmental agency and the recipient during performance of the activity. Carefully review Terms for *FAR* (Federal Acquisition Regulation) clauses.

A contract can be:

- **Cost reimbursable:** Sponsor reimburses MIT for actual costs incurred on the project.
- **Fixed price:** A price established to complete the work and is not subject to change. Actual costs are expected to be reasonably close to the amount of the agreement.
 - If the costs exceed the fixed price, MIT is not reimbursed.
 - If the costs are less than the fixed price, MIT retains the money.

Award Management

- Technical, property, inventions reports typically similar
- Financial reporting often differs
 - Federal Contract monthly
 - Non-Profit per specified schedule & sponsor-imposed template
- Payment monitoring requirements often differ
 - Non-Profit payments need to be monitored closely
 - Manage to payment risks: no guarantee of payment, refund in event of noncompliance in sponsor's 'sole discretion', early termination payment terms

KC Award Information

KC Award Fields

Type of Award

Type of Activity:	Organized Research
Type of Award:	Grant
Type of Activity:	Organized Research
Type of Award:	Contract

Payment Basis and Method *(MIT mostly accepts Cost Reimbursement / Method of Payment varies)*

Payment:	
Basis of Payment:	Cost reimbursement :2
Method of Payment:	Federal Letter of Credit :01
Proposal Number:	19092494
DFAFS Number:	
CFDA Number:	43.001
Procurement Priority Code:	

RAS Resources

KC Quick Reference Cards

- [Introduction to Awards - Training Guide for All About Awards](#)
- [Account Setup for Awards](#)
- [Award Attachment Types](#)

Other Resources

- [Notice of Award](#)
- [Standard Contract Terms and Conditions](#)
- [Federal Terms and Conditions](#)
- [Changes to Programs During the Life of an Award](#)
- [Limitations on Funds - Federal Contracts](#)
- [Monthly Reconciliation and Review](#)
- [Reporting Requirements](#)

Questions – Help

- [RAS Contract Administrator](#)
- RA-Help@mit.edu
- **Virtual Drop-In RA Support Zoom** (every Monday
1:00 – 2:00 pm except MIT holidays)

Zoom - <https://mit.zoom.us/j/91518116791>

Give Us Your Feedback



Access the brief survey using the QR Code below:



You may also use the link below:

https://mit.co1.qualtrics.com/jfe/form/SV_6WiAOgrjW8nIvDU