



Project Associations <i>Used to link any KC record, or Agreement Module record associated with the agreement. NOTE: You do not need to use a project association to enter a new agreement into the module.</i>			
Field	Required Field	Definition	How is the information entered?
Development Proposal	N	KC Development Proposal Number	Use elastic search to enter KC Development Proposal number
Institutional Proposal	N	KC Institutional Proposal Number	Use elastic search to enter KC Institutional Proposal number
Award	N	KC Award Number	Use elastic search to enter KC Award number
Agreement	N	Agreement Module Agreement Number	Use elastic search to enter an Agreement number
OST Ticket	N	OST Ticket Number	Use elastic search to enter an OST Ticket number
Title	Y	Title of the associated project	Generates automatically when a project association has been linked
Status	N	The status of the linked KC Development Proposal, KC Institutional Proposal#, KC Award#, Agreement Module# or OST Ticket#	Generates automatically when a project association has been linked
Lead Unit	N	The Lead Unit of the linked KC Development Proposal, KC Institutional Proposal#, KC Award#, Agreement Module# or OST Ticket#	Generates automatically when a project association has been linked
Sponsor	N	The Sponsor of the linked KC Development Proposal, KC Institutional Proposal#, KC Award#, Agreement Module# or OST Ticket#	Generates automatically when a project association has been linked
Prime Sponsor	N	The Prime Sponsor of the linked KC Development Proposal, KC Institutional Proposal#, KC Award#, Agreement Module# or OST Ticket#	Generates automatically when a project association has been linked
PI	N	The Principal Investigator of the linked KC Development Proposal, KC Institutional Proposal#, KC Award#, Agreement Module# or OST Ticket#	Generates automatically when a project association has been linked



General Info <i>Used to capture the general information from the Agreement</i>			
Field	Required Field	Definition	How is the information entered?
Research Title	Y	Title of the project	Generates automatically if a project association has been linked, or manually enter
Category <i>(table below)</i>	Y	A group of specific Agreement Types	Select from drop-down list
Type of Agreement <i>(table below)</i>	Y	The Agreement Type	Select from drop-down list
Start Date	Y	Start date of the Agreement	Generates automatically if a project association has been linked, or manually enter
End Date	Y	End date of the Agreement.	Generates automatically if a project association has been linked, or manually enter
Lead Unit	Y	Lead Unit for the Agreement	Generates automatically if a project association has been linked, or manually enter using elastic search to search the MIT Directory
Currency	N	Type of Currency for the Agreement	Defaults to USD
Contract Value	N	Total Amount of the Agreement	Manually enter
Contract Value in Words	N	Total Amount of the Agreement written out	Manually enter
Description	N	Short description to identify the Agreement	Manually enter, 4000-character limit
Other Information <i>Used to capture additional information needed for the Agreement, or the tracking of the agreement review.</i>			
Field	Required Field	Definition	How is the information entered?
Award Arrival Date	N	The date the Award/Agreement arrived	Select date using calendar, or manually enter.
Award Execution Date	N	The date the Award/Agreement was fully executed	Select date using calendar, or manually enter.



People Used to capture any MIT persons associated with the agreement. *At least one PI is required to submit. PI will generate automatically if linked to a Project Association.*

Field	Required Field	Definition	How is the information entered?
Role (<i>table below</i>)	N	MIT Person's role on the project (i.e., Principal Investigator)	Select from drop-down list
Name	Y	MIT Person's Name	Use elastic search to search the MIT Directory
Department	N	Person's Lead Unit	Generates automatically from MIT Directory
Email	N	Person's Email Address	Generates automatically from MIT Directory
Phone	N	Person's Phone Number	Generates automatically from MIT Directory

Sponsor/Organization Used to capture any Sponsor/Organization for the Agreement. *At least one Sponsor/Organization is required to submit.*

Field	Required Field	Definition	How is the information entered?
Agreement Party (Sponsor/Organization) (<i>table below</i>)	N	Used to designate "Primary" or "Other"	Select from drop-down list if needed. First Sponsor/Organization entered defaults to "Primary" or if a project association has been linked.
Role (<i>table below</i>)	N	Used to describe the Sponsor's/Organization's role for the specified project (i.e., Sponsor, Prime Sponsor, Data Provider etc.)	Select from drop-down list. Defaults to "Sponsor" if a project association has been linked.
Organization Name	Y	The name of the Sponsor/Organization for the Agreement	Use elastic search to select from list (KC Sponsors), or "add" new Sponsor/Organization. Generates automatically if a project association has been linked.
Organization Type (<i>table below</i>)	N	KC Sponsor Types (i.e., Industrial, Federal)	Select from the drop-down list. Generates automatically if a project association has been linked.



Organization Address	N	Organization/Sponsor address for the agreement	Manually enter. Generates automatically if a project association has been linked.
City	N	Organization/Sponsor address for the agreement	Manually enter. Generates automatically if a project association has been linked.
State	N	Organization/Sponsor address for the agreement	Manually enter. Generates automatically if a project association has been linked.
Zip Code	N	Organization/Sponsor address for the agreement	Manually enter. Generates automatically if a project association has been linked.
Country	N	Organization/Sponsor address for the agreement	Manually enter. Generates automatically if a project association has been linked.

Sponsor/Organization “Add Contacts” Used to capture Organization/Sponsor contact(s) related to the agreement. *At least one contact is required for each Organization/Sponsor entered IF the Agreement Requestor is a PI or DLC Administrator.*

Field	Required Field	Definition	How is the information entered?
Contact Type (<i>table below</i>)	Y	Type of contact (i.e., legal, technical)	Select from drop-down list
Contact Person	Y	Contact First and Last Name	Manually enter
Designation	N	N/A – not used at this time	N/A – not used at this time
Address	N	Contact Address (i.e., Street, City, State, Zip)	Manually enter
Email	Y	Contact email address	Manually enter
Phone Number	N	Contact phone number	Manually enter

Agreement Module: Reference Tables

General Info

Agreement Category	Agreement Type
NDA	Unilateral Non-Disclosure Agreement – MIT Incoming
NDA	Unilateral Non-Disclosure Agreement – MIT Outgoing
NDA	Mutual Non-Disclosure Agreement - Standard
NDA	Mutual Non-Disclosure Agreement – Additional Covenants
NDA	Non-Disclosure Agreement – TLO
NDA	Non-Disclosure Agreement – OGC
DUA	Research Data Use Agreement – Incoming
DUA	Research Data Use Agreement – Outgoing
Amendment (Non-Federal)	Amendment (Non-Federal)
Consortium Membership	Consortium Membership



Contract (Federal)	Contract (Federal)
Cooperative Agreement (Federal)	Cooperative Agreement (Federal)
Fellowship	Fellowship
Grant	Grant
Industry Sponsored Research Agreement (ISRA)	Industry Sponsored Research Agreement (ISRA)
Modifications (Federal)	Modifications (Federal)
No Cost Collaboration	No Cost Collaboration
Other Transaction Agreement (OTA) (Federal)	Other Transaction Agreement (OTA) (Federal)
Sponsored Research Agreement (SRA)	Sponsored Research Agreement (SRA)
Subcontract	Subcontract
Other	Other

People (MIT)

People Role Types
Administrative Officer
Agreement Administrator
Alliance Manager
Catalyst
Contract Administrator
Data Receiver
Faculty
Fiscal Officer
General Counsel
Liaison
Negotiator
Principal Investigator
Project Lead
Researcher
Strategic Transactions Officer
Student
Technology Licensing Officer

Agreement Party (Sponsor/Organization)

Agreement Party
Primary
Other



Sponsor/Organization Role
Sponsor
Academic Collaborator
Data Provider
Material Provider
Prime Sponsor
Subcontractor

Sponsor/Organization Type (KC Sponsor Types)
Local Government
Private Profit
Federal
State
Private Non-Profit
Foundation
Institution of Higher Education
Foreign Federal Government
Foreign State Government
Foreign Local Government
Foreign Private Profit
Foreign Private Non-Profit
Foreign Foundation
Foreign Institution of Higher Education

Sponsor/Organization Contact Type
Primary
Technical
Legal
Other