UNO Agreement Routing Guide

(For Colleges, Departments, and Units)

Use this guide to determine whether your agreement should be routed through the Office of Sponsored Programs (OSP) or Procure to Pay (P2P) Ariba Contract.

1. Route to OSP (Sponsored Agreements) if...
UNO is providing academic expertise, services, or research for an external sponsor.

- Examples:

  - Service Agreements managed by Sponsored Programs – UNO provides academic professional, technical, or analytical services to an outside organization (e.g., program evaluation, training, analysis, curriculum/training development, website development).
  - Sponsored Research Agreements – UNO conducts hypothesis-driven research with compliance and reporting obligations.
  - Grants, Cooperative Agreements, or Subagreements – External sponsor provides funding for research or service activities.

✅ Ask yourself: Is UNO being paid to provide academic expertise, deliverables, or research? If yes → Route to OSP.

2. Route to OSP (Non-Monetary Agreements) if...
The agreement is research-related or academic service-related but has no funding attached.

- Examples:

  - Material Transfer Agreement (MTA) – Governs transfer of tangible biological or research materials (e.g., cell lines, arteries, reagents, animals).
  - Confidential Disclosure / Non-Disclosure Agreement (CDA/NDA) – Protects confidential information exchanged for research or collaboration.
  - Master Agreement – Sets general terms for a sponsor relationship; future work orders carry funding.
  - Teaming Agreement – Agree to participate in a collaborative effort such as preparing/submitting a proposal
  - Memorandum of Understanding – Sets terms for students working on sponsor projects, e.g., Capstone Projects
  - Data Use Agreement (DUA) – Governs use of confidential or restricted data in research.
  - Technology Transfer Agreements – Managed with UNeMed (e.g., licensing, IP protection, commercialization).

✅ Ask yourself: Is it research/service-related with no financial component? If yes → Route to OSP.

3. Route to P2P (Procure to Pay) if...
UNO is purchasing goods or services from an outside vendor for internal university use.

- Examples:

  - Software or online platforms purchased for UNO use.
  - Consultants or trainers hired by UNO for university staff or students.

- Equipment purchases, leases, or maintenance contracts.
- Professional services procured for UNO operations (e.g., audits, marketing, translation, event services).

✅ Ask yourself: Is UNO paying someone else for goods or services? If yes → Route to P2P.

* **Note:** Service agreements handled by P2P involve business or operational services (e.g., IT support contracts, athletics sponsorships, vendor services). Only academic service agreements with defined deliverables are managed by OSP.

Quick Decision Tree

1. Step 1 – Who is paying whom?

   - UNO pays a vendor → P2P
   - External sponsor pays UNO for academic expertise, deliverables, or research → OSP

2. Step 2 – Is there funding?

   - Yes → OSP Sponsored Agreements (Grant, Contract, Cooperative, Subagreement)
   - No → OSP Non-Monetary Agreements (MTA, CDA, Master, Tech Transfer, DUA)

Examples in Action

- A local school district pays UNO to evaluate the effectiveness of an after-school program and deliver a final report → OSP Service Agreement**.**
- UNO hires an external consultant to conduct a campus IT system security review → P2P Procurement Contract**.**
- A UNO faculty member requests a dataset from another university to support collaborative research → OSP Data Use Agreement (Non-Monetary)**.**
- A nonprofit organization pays UNO to develop and deliver a workforce training series → OSP Service Agreement**.**
- UNO purchases software to manage student scheduling → P2P Procurement Contract**.**

Quick Reference

- UNO pays for goods or services → P2P
- UNO is paid for academic expertise, deliverables, or research → OSP
- Non-funded academic or research agreements (e.g., MTA, NDA, DUA, MOU) → OSP

**A Service Agreement managed by Sponsored Programs is a contract in which UNO provides professional, technical, or analytical services to an external organization. These services are typically non-research in nature but are grounded in UNO's academic expertise and focus on applying faculty or staff knowledge to meet a sponsor's specific needs.
Common examples include:
  - *Program evaluations (e.g., assessing the effectiveness of a community or educational initiative).*
  - *Curriculum or training development (e.g., executive leadership workshops, training modules designed by UNO faculty/staff).*
  - *Applied data analysis or interpretive reports based on sponsor-provided information.*
These agreements usually involve defined deliverables such as reports, interpretive analysis, or training materials. The sponsor typically retains ownership of the results.