

Research Collaboration Agreement Guidelines

This Research Collaboration Agreement template is intended for investigator-initiated collaborative research projects. It has been pre-approved by all Monash Partners member organisations for these projects provided that the guidelines below are followed, the agreement is completed correctly and the legal terms are not modified except for amendments allowed by the guidelines. In these circumstances, no legal review will be required and the member organisations aim for expeditious approval in five business days or less.

Further information about different types of research agreements can be found under the 'Resources' tab - [Click here](#)

Requirements for sing Monash Partners Research Collaboration Agreement Template

- The Research Collaboration Agreement template is suitable for investigator initiated collaborative research projects **ONLY**.
- **DO NOT USE** for contract research for industry partners, clinical trials, registry projects etc.
- The template is worded for projects involving two parties.
 - When the collaboration includes more than two parties, you must include the following text in the Schedule 3 Special Condition section (which does not require legal review):
 - *The General Conditions are amended as follows:*
Clause 1.1: In the definition of "Party", amend "both Parties" to "all Parties".
In each of clauses 5.3, 5.5, 6.3, 7.2, 7.3, 13.4 and 13.10: Amend "the other Party" to "the other Parties".
In clauses 4.1, 11.1 and the last sentence of clause 8.3: Amend "the other Party" to "another Party".
- After completing the agreement **strictly in accordance with the guidelines** on the following page, the completed agreement is to be approved as follows:
 - Health Services and Medical Research Institutes: contact your organisation's Ethics and Governance Office or equivalent.
 - Monash University:
 - If any funding is passing between the collaborating organisations, the agreement must be submitted to the Monash Research Office for checking before it is signed (mhs@monash.edu)
 - If there is no funding passing between the collaborators, the agreement may be approved and signed off by the Deputy Dean (Research) of the Faculty of Medicine, Nursing and Health Sciences without passing through the Monash Research Office. When providing the agreement for signing, you must include a covering letter, confirmation that the agreement uses the preapproved template without changes to General Conditions and without any Special Conditions (apart from the Special Condition allowed above where there are more than 2 parties). Please upload the covering letter and agreement onto DocuSign, and complete the relevant signatory section. DocuSign is available from the eSolutions [website](#)
- If Special Conditions or other changes to the template are required for a project, for example to include NHMRC funding conditions, to change the standard publication procedure or to change the standard IP ownership position, the Special Conditions/changes must be submitted for legal review.

If Monash University legal review is required, access to the Office of General Counsel is via the Monash University login: [Request legal assistance now](#)

Guidelines for Completing the Monash Partners Research Collaboration Agreement Template

First Page: Details of the Parties

- Party: Please insert the correct legal entity name of the organisation
- Address: Please insert the postal address of the organisation
- ABN: Please insert the ABN of the organisations. Contact research governance office if you do not have details
- Contact for notices: Principal Investigator details
- Fax for notices: Principal Investigator details
- Phone Number: Principal Investigator details

First Page: Project Name

- Protocol Number or HREC Number/Local Project Number: Please insert details
- Date of Agreement: Please leave as 'Date of last party to sign' Signature Page:

Only an authorised representative of each organisation is permitted to sign off. Researchers must not sign unless they are the authorised representative. Please contact your institution's ethics or research governance office if you do not have details of the authorised representative.

Schedule 1:

Item 1: Please insert project title and HREC reference number

Item 2: Please insert names of Principal Investigator of Party 1 and Party 2

Item 3: Please insert name of Reviewing HREC

Item 4: Please insert any Materials collected/provided as outlined in schedule 4 of the Agreement. Please insert provider, user and management of material once the study is completed. If any other materials are being collected / provided *e.g. equipment, blood collection kits, medical records*, please insert these details in Schedule 3 Special Conditions and include the provider, user and management of material once the study is completed

Item 5: Please insert which organisation will own project results and IP (if applicable)

Item 6: Please insert Protocol details

Schedule 2:

Funding: Please provide details of funding arrangement and budget breakdown

- Who will pay whom?
- How much? (include breakdown of all costs)
- Bank details of party receiving funds

Some funders, such as the NHMRC, impose conditions on the use of the funding which must be acknowledged in the agreement. As such, if the agreement involves NHMRC funding or other funding from a third party which imposes conditions on the use of the funding, the template must be submitted for legal review with details of this funding so the appropriate conditions can be included.

Schedule 3:

Inevitably, some projects will require special conditions outside the standard terms, whether to deal with funding requirements as noted above, or to tailor the agreement to the circumstances of the project including non-standard publication rights and intellectual property ownership. If Special Conditions may be required, please seek legal review and do not avoid doing so merely to expedite signing. Monash Partners member organisations will seek to expedite legal review of such requests for Special Conditions.

Annexure A:

Please insert Protocol in this section (copy-paste Word version)

If this is not possible please insert:

- Protocol number (if available)
- Study title