

UNC Eshelman School of Pharmacy— Agreement Type, Signature Delegation, and Review Process

General Guidelines:

1. Faculty, Staff, and Students are not authorized to sign contracts on behalf of the University. Authority to sign contracts on behalf of the University is governed by the [University Policy on Signing University Contracts](#).
2. The University’s Policies on [Conflict of Interest and Conflict of Commitment](#) are additional resources for consideration as you evaluate opportunities.
3. For all contracts or agreements related to research that route through central offices, faculty and support staff should consult the “How-Tos” section on the FAO Pharmacy Research page located at <https://faopharmacy.unc.edu/grants/research-support/>.
4. The agreements below require a School representative signature. Faculty and staff should follow the processes outlined in the grid below.
5. If your agreement is not covered on the grants page or in the chart below or for other contract administration questions, please contact the Director of Compliance.

Agreement Type	Archive of Final File with Annual Review ¹	Signature Authority	Review Process:
Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) w/o Financial Commitment and Letters of Intent (LOI)	Microsoft TEAMS	Dean	<ol style="list-style-type: none"> 1. Submit to the Office of the Executive Vice Dean/Chief Operating Officer (EVD/COO) (Dean designee). 2. Determine need for Office of University Counsel (OUC) or other review. <ol style="list-style-type: none"> a. If a LOI with an organization or School outside of the United States, submit draft to the Manager of Global Partnership Administration (MGPA), Office of the Vice Provost for Global Affairs (OVPGA). MGPA routes the document through their own process. 3. EVD/COO (Dean designee) presents to Dean for signature.
MOU, MOA, and Contracts with Financial Commitment (non-research)	Microsoft TEAMS	Vice Chancellor for Finance and Operations	<ol style="list-style-type: none"> 1. The initial negotiation occurs at the Division, Office, or Department level. 2. OUC review and approval is required and the agreement should be submitted following receipt of initial draft. 3. Submit approved agreement to EVD/COO (Dean designee) for approval. 4. If for \$500k and above, Dean co-signs and submits to VC for Finance and Operations for signature. 5. If for less than \$500k, EVD/COO (Dean designee) co-signs and submits to VC for Finance and Operations for signature.
Fellowship Agreements (Renewal)	UNC Shared Drive (M)	Vice Chancellor for Finance and Operations	<ol style="list-style-type: none"> 1. Make necessary changes to the old contract. <ol style="list-style-type: none"> a. Budget which includes salary, FICA, career development expenses, etc. b. Variable costs 2. Internal Review - Send to Assoc Dean for Research and Graduate Education

Version 2023.11.17.v14

Reviewed by Office of Executive Vice Dean/Chief Operating Officer (EVD/COO) and Associate Dean of Strategic Risk Management

¹Microsoft TEAMS and UNC Shared Drives associated with this process can be accessed by “owner” or UNC ESOP IET support.

UNC Eshelman School of Pharmacy— Agreement Type, Signature Delegation, and Review Process

			<ol style="list-style-type: none"> a. Decide whether qualifies as fellowship agreement. If so; b. Decide whether agreement needs to be routed through OSR. If routed through OSR, the grants administration team will assist with the process. If routed directly through VC for Finance and Operations, conduct COI and compliance check with School’s Director of Compliance. <ol style="list-style-type: none"> 3. External Review - Submit to Partner/Organization for review. 4. Legal review by OUC is required. 5. If for \$500k and above, Dean co-signs and submits to VC for Finance and Operations for signature. 6. If for less than \$500k, EVD/COO (Dean designee) co-signs and submits to VC for Finance and Operations for signature.
Fellowship Agreements (New)	UNC Shared Drive (M)	Vice Chancellor of Research Office of Sponsored Research (OSR)	<ol style="list-style-type: none"> 1. Discussions between UNC ESOP and Partner/Organization 2. Internal Review - Send to Assoc Dean for Research and Graduate Education <ol style="list-style-type: none"> a. Decide whether qualifies as fellowship agreement. b. Route through OSR. The grants administration team will assist with the process.
Faculty Contracts/Agreements	Microsoft TEAMS	Executive Vice Dean-Chief Academic Officer	<ol style="list-style-type: none"> 1. 2. Faculty appointment specific MOUs and agreements
Residency Agreements	Microsoft TEAMS	Vice Chancellor for Finance and Operations (Note Review Process)	<ol style="list-style-type: none"> 1. Discussions between UNC ESOP and Site Owner on cost and if resident(s) will be UNC employee(s) or affiliate(s) 2. Initial agreement sent to OUC and Site Owner for review. 3. Internal Review – send to EVD/COO (Dean designee) and the Director of Compliance 4. External Review – Submit to Site Owner for signature. 5. Submit for EVD/COO (Dean designee) for signature. 6. Submit for final signature from Vice Chancellor for Finance and Operations
Experiential Program Agreements – Memorandum of Agreement (MOA) w/contract	Microsoft TEAMS	Vice Chancellor for Finance and Operations	<ol style="list-style-type: none"> 1. OUC Approved Standard MOA Template reviewed and modified for current fiscal year by Associate Dean of Experiential Programs 2. Standard MOA Template shared with Site for legal review. 3. Review by OUC is required. 4. If for \$500k and above, Dean co-signs and submits to VC for Finance and Operations for signature.

Version 2023.11.17.v14

Reviewed by Office of Executive Vice Dean/Chief Operating Officer (EVD/COO) and Associate Dean of Strategic Risk Management

¹Microsoft TEAMS and UNC Shared Drives associated with this process can be accessed by “owner” or UNC ESOP IET support.

UNC Eshelman School of Pharmacy— Agreement Type, Signature Delegation, and Review Process

deliverables and financial commitment			5. If for less than \$500k, EVD/COO (Dean designee) co-signs and submits to VC for Finance and Operations for signature
Experiential Program Agreements – Affiliation Agreements (AA) w/o financial commitment	Microsoft TEAMS	Dean	<p>Domestic Site Accepts OUC Approved Standard AA Template</p> <ol style="list-style-type: none"> OUC Approved Standard AA Template shared with Site for legal review. Submit to Site for signature. Site executed Agreement is presented to Associate Dean/Director of Experiential Programs (Dean designee) for signature. <p>Domestic or International Site Accepts OUC Approved Standard AA Template with Redline Edits</p> <ol style="list-style-type: none"> OUC Approved Standard AA Template shared with Site for legal review. Programmatic Review by Associate Dean/Director of Experiential Programs. Review by OUC is required. Global Review by UNC Global (international agreements only). Submit to Site for signature. Presented to Associate Dean/Director of Experiential Programs (Dean designee) for signature. <p>Domestic or International Site Provided AA Template</p> <ol style="list-style-type: none"> Programmatic Review by Associate Dean/Director of Experiential Programs. Review by OUC is required. Global Review by UNC Global (international agreements only). Submit to Site for signature. Presented to Associate Dean/Director of Experiential Programs (Dean designee) for signature.
Procurement Agreements – Supplies & Equipment	Microsoft TEAMS	UNC Procurement Office	<ol style="list-style-type: none"> Submit to Finance Team with appropriate budget documentation. Consult Purchasing Method Selection Tool to identify correct procedure, Page 2. (Onyen Required to Access) https://finance.unc.edu/wp-login.php?redirect_to=https%3A%2F%2Ffinance.unc.edu%2Fservices%2Fpurchasing-method-selection-tool%2F All agreements >\$2500 must be approved by EVD/COO (Dean designee) prior to final approval.
Procurement Agreements – Food & Event Services	Microsoft TEAMS	UNC Procurement Office	<ol style="list-style-type: none"> Submit to Finance Team with appropriate budget documentation. Consult Purchasing Method Selection Tool to identify correct procedure, Page 3. (Onyen Required to Access) https://finance.unc.edu/wp-

Version 2023.11.17.v14

Reviewed by Office of Executive Vice Dean/Chief Operating Officer (EVD/COO) and Associate Dean of Strategic Risk Management

¹Microsoft TEAMS and UNC Shared Drives associated with this process can be accessed by “owner” or UNC ESOP IET support.

UNC Eshelman School of Pharmacy— Agreement Type, Signature Delegation, and Review Process

			login.php?redirect_to=https%3A%2F%2Ffinance.unc.edu%2Fservices%2Fpurchasing-method-selection-tool%2F 3. All agreements >\$2500 must be approved by EVD/COO (Dean designee) prior to final approval.
Procurement Agreements – Technology (including \$0 software agreements)	Microsoft TEAMS	UNC Procurement Office (Note Review Process)	1. Submit to Finance Team with appropriate budget documentation. <ol style="list-style-type: none"> a. If Software/Technology follow process and submit for evaluation to the Technology Governance Committee (TGC). <ol style="list-style-type: none"> i. If standalone \$0 software agreement, submit to purchasing as \$0 requisition. If software agreement is part of other agreements, office responsible for handling other agreements coordinates with appropriate offices and agreements should be forwarded to main UNC contract point of contact. ii. Agreements with technology or intellectual property implications need to be submitted to OUC for review. 2. All agreements >\$2500 must be approved by EVD/COO (Dean designee) prior to final approval.
Grants and Research Contracts	UNC Shared Drive (M)	Grant Office	1. Work with your assigned grants manager who will assist you through this process.
Facilities or Equipment Usage Agreements	Microsoft TEAMS	EVD/COO (Dean designee)	1. Submit to Office of EVD/COO (Dean designee). 2. EVD/COO will submit to Compliance to determine if Office of Tech Transfer, Facilities or COI review is needed. 3. Once review is complete Compliance/originator will submit to EVD/COO (Dean designee) for execution.
Gifts and Foundation Awards	Maintained in UNC Eshelman School of Pharmacy Foundation	Vice Chancellor for Development	1. Pharmacy Foundation manages and submits to the EVD/COO (Dean designee). 2. Director of Compliance will review COI and any additional compliance issues check with School leads. 3. Dean co-signs and submits to VC for Development.
Internal to UNC-CH MOUs	Microsoft TEAMS	Dean or EVD/COO (Dean designee)	1. Submit to the Office of the EVD/COO (Dean designee). 2. Determine need for OUC, Compliance, Office of Technology Transfer or other review. 3. EVD/COO (Dean designee) presents to Dean for signature.

Version 2023.11.17.v14

Reviewed by Office of Executive Vice Dean/Chief Operating Officer (EVD/COO) and Associate Dean of Strategic Risk Management

¹Microsoft TEAMS and UNC Shared Drives associated with this process can be accessed by “owner” or UNC ESOP IET support.

**UNC Eshelman School of Pharmacy—
Agreement Type, Signature Delegation, and Review Process**

<p>Confidentiality/Non-Disclosure Agreements</p> <p>and</p> <p>Data Use Agreements not with CMS, NIH or CDW for Non-Clinical Purpose</p>	<p>Microsoft TEAMS</p>	<p>UNC OUC Designee</p>	<ol style="list-style-type: none"> 1. Submit to Office of EVD/COO (Dean designee). 2. EVD/COO (Dean designee) will submit to Compliance to determine if Office of Tech Transfer or COI review is needed. 3. Once review is complete Compliance/originator will submit to EVD/COO (Dean designee) for execution. 4. Submit request through the ALICE system if needed.
<p><u>IT and Data Agreements Subject Requiring ESOP Assumption of Risk for Non-Standard Term</u></p>	<p>Microsoft TEAMS</p>	<p>Dean or EVD/COO (Dean designee)</p>	<ol style="list-style-type: none"> 1. Submit to Office of Compliance and Risk Management and EVD/COO (Dean designee) for review of non-standard term. 2. OCRM and EVD/COO (Dean designee) submit to Dean for review and signature.