

# CRS - CONTRACT & RESEARCH SYSTEM:

## RESEARCH CONTRACTS

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## What are Research Contracts?

The term “Research Contract” in CRS refers to all non-funded research-related agreements. Examples of non-funded agreements are non-disclosure or confidentiality agreements (NDAs/CDAs), memorandums of understanding (MOUs), intellectual property management plans (IPMPs), data use agreements/licenses (DUAs/DULs), teaming agreements, and joint appointments. These are the most common Research Contracts ORA negotiates and executes on behalf of Mines and its faculty. No research dollars are received by non-funded agreements because these agreements are not for the performance of research but are used to support and enable research activities.

- **Non-Disclosure Agreements:** Sometimes also called Confidential Disclosure Agreements or Proprietary Information Agreements, NDAs are solely for the purpose of exchange of information that is protected from the public’s knowledge. Usually Mines does not have confidential information to exchange. The NDA is usually between Mines and an industry sponsor that wants to share its confidential information with Mines.
- **Memorandums of Understandings:** MOUs outline general understandings or ideas between Mines and a sponsor. It is not a legal commitment like a contract but rather statements that set the foundation for our relationship with a sponsor. For example, an MOU may state that Mines and the sponsor may work together to develop research projects in the field of additive manufacturing. The statements in an MOU are usually broad and open ended.
- **Intellectual Property Management Plans:** Intellectual Property Management Plans (IPMPs) outline Mines’ and a sponsors’ ownership, rights, and license options to intellectual property developed under a research project at Mines.
- **Data Use Agreements:** DUA or Data Use Licenses grant Mines the right to use a sponsor’s data set for a research project. This type of agreement can come with terms regarding confidentiality requirements and/or ownership by the sponsor of any data derived from the data set. The Office of Research Administration will negotiate confidentiality and ownership rights in a DUA, as these terms can affect publication and can be governed by Mines IP policy.
- **Teaming Agreements:** Teaming Agreements are used when Mines and a sponsor want to solidify their responsibilities in developing a proposal together. Sponsors may feel more confident that the proposal will be a success if the parties are held to a legal commitment to work together to develop the proposal. A teaming agreement will also commit the sponsor to contracting with Mines should the proposal be funded by a funding agency.
- **Joint Appointments:** Joint appointments allow faculty at Mines to collaborate more freely with national laboratories. Under a joint appointment, Mines’ faculty are viewed as a quasi-employee of the lab, making it easier for the faculty to access the lab and its resources. The initial agreement to establish the joint appointment will be non-funded; however, the lab may want to engage faculty in the performance of research and fund the faculty under a separate funded agreement.

## Getting Started: Home Page

CRS is found on the web at: [crs.mines.edu](https://crs.mines.edu)



Username

> [Forgot your password?](#)

Password

> [Need Help?](#)

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

Use your Mines MultiPass to log in to the system.

## Home page

Contract & Research System

User: Fred | Logout

Home My Profile

**Research**

- My Proposals
- My At-Risks
- My Projects
- My Consortia
- My NDAs, MOUs, Data Use

**Administrative Contracts**

- Start a Purchase
- Make an Agreement
- Use a Facility
- My Administrative Contracts

**Requests**

- Rate a Vendor
- PI Change (future)
- No Cost Extension (future)
- Find People on Proposals
- Find People on Projects
- See Vendor Ratings (future)

**Approvals**

- Proposals or At-Risks
- Certify AV time
- Subcontract Invoices

Powered by ESM Solutions Corporation      Mines Office of Research Administration      Mines Office of Purchasing/Procurement Services

From anywhere in CRS, the Home tab appears and can be clicked to return to this screen.

User: Fred | Logout

Home

My Profile

# CRS Home Page

The screenshot shows the 'Contract & Research System' home page. At the top left is the MINES logo. The page is divided into four main sections: Research, Administrative Contracts, Requests, and Approvals. Each section contains a list of links to specific features. At the bottom of the page, there are three footer items: 'Powered by ERM Solutions Corporation', 'MINES Office of Research Administration', and 'MINES Office of Purchasing/Procurement Services'.

**Research**

- My Projects
- My S-Items
- My Projects
- My Accounts
- My Research Contracts Without Funding

**Administrative Contracts**

- My Administrative Contracts

**Requests**

- Rate a Vendor
- Search by Project Index to List Research Team
- Email Procurement for Non-Research Help
- Email CRS for Research Help

**Approvals**

- Processes in Progress
- Capacity of Time for Cost Share
- Subcontract Invoices

For Government Sites - bookmark this page & then update your bookmarks to <http://crs.mines.edu>

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Select **My Research Contracts Without Funding**

## Research

- My Proposals
- My At-Risks
- My Projects
- My Consortia

• **My Research Contracts Without Funding**

## Administrative Contracts

- My Administrative Contracts

The following screen will show Research Contracts and related details.

<input type="checkbox"/>	Contract Number	Mines Contact Name	Contract Type	Contract Title/Description	Contract Start Date	Contract End Date	Contract Status
<input type="checkbox"/>	<a href="#">44498</a>	Fred Research	Master	DisneyWorld / Cleaning up Oil Spills	03/01/2019	02/28/2020	Hold for Compliance
<input type="checkbox"/>	<a href="#">R180035</a>	Fred Research	Nondisclosure Agreement	Debbie's Testing of the Research Contract	10/01/2019	09/30/2021	Inactive
<input type="checkbox"/>	<a href="#">R180033</a>	Fred Research	Data Use	Data Use Agreement	04/22/2019	04/21/2027	Active
<input type="checkbox"/>	<a href="#">R180034</a>	Fred Research	Nondisclosure Agreement	NDA for a big DOE project	04/22/2019	12/31/2019	Active
<input type="checkbox"/>	<a href="#">R180026</a>	Fred Research	IP Management Plan	Master IP Plan			Signing

To find a Research Contract, such as an NDA, filter the list by clicking Contract Type.

<input type="checkbox"/>	Contract Number	Mines Contact Name	Contract Type	Contract Title/Description	Contract Start Date	Contract End Date	Contract Status
--------------------------	-----------------	--------------------	---------------	----------------------------	---------------------	-------------------	-----------------

Like Research Contracts will group together.

<input type="checkbox"/>	Contract Number	Mines Contact Name	Contract Type ↑
<input type="checkbox"/>	<a href="#">R180010</a>	Fred Research	Other
<input type="checkbox"/>	<a href="#">R180026</a>	Fred Research	IP Management Plan
<input type="checkbox"/>	<a href="#">R180004</a>	Fred Research	IP Management Plan
<input type="checkbox"/>	<a href="#">R180033</a>	Fred Research	Data Use
<input type="checkbox"/>	<a href="#">44498</a>	Fred Research	Master
<input type="checkbox"/>	<a href="#">R180038</a>	Fred Research	Nondisclosure Agreement
<input type="checkbox"/>	<a href="#">R180035</a>	Fred Research	Nondisclosure Agreement
<input type="checkbox"/>	<a href="#">R180034</a>	Fred Research	Nondisclosure Agreement
<input type="checkbox"/>	<a href="#">R180005</a>	Fred Research	Nondisclosure Agreement
<input type="checkbox"/>	<a href="#">R180003</a>	Fred Research	Nondisclosure Agreement

To view the administrative details of the Research Contract, click on the underlined **Contract Number**.

<input type="checkbox"/>	Contract Number	Mines Contact Name	Contract Type ↑
<input type="checkbox"/>	<a href="#">R180010</a>	Fred Research	Other
<input type="checkbox"/>	<a href="#">R180026</a>	Fred Research	IP Management Plan
<input type="checkbox"/>	<a href="#">R180004</a>	Fred Research	IP Management Plan
<input type="checkbox"/>	<a href="#">R180033</a>	Fred Research	Data Use
<input type="checkbox"/>	<a href="#">44498</a>	Fred Research	Master
<input type="checkbox"/>	<a href="#">R180038</a>	Fred Research	Nondisclosure Agreement
<input type="checkbox"/>	<a href="#">R180035</a>	Fred Research	Nondisclosure Agreement
<input type="checkbox"/>	<a href="#">R180034</a>	Fred Research	Nondisclosure Agreement
<input type="checkbox"/>	<a href="#">R180005</a>	Fred Research	Nondisclosure Agreement
<input type="checkbox"/>	<a href="#">R180003</a>	Fred Research	Nondisclosure Agreement

## Research Contract Details

The following screen will show the details of Research Contract

[Close](#)
[Research Contracts](#)
[Research Contract Mods](#)
[Related Project or Consortia](#)
[Research Contract and Mod Docs](#)
« »

[Collapse All](#)  
 ID: 719      \*Contract Status: Active      Contract Administrator: [Michele Land](#)  
 Contract Number: R180038      Contract Status Date: 09/20/2019  
 Fiscal Year: 18

[Research Contract Information](#)

\*Mines Contact Name: [Fred Research](#)      Mines Contact Department: [Chemistry](#)  
 \*Primary Party: [Chevron Energy Technology Company](#)  
 \*Multi-Party Contract: No  
 \*Primary Party Contact Name: chevron contact      \*Primary Party Contact Email: [email@email.com](#)

Other Party Reference Number:  
 \*Contract Title/Description: NDA to work on a new proposal  
 \*Contract Type: Nondisclosure Agreement  
 \*Contract Start Date: 09/01/2019      \*Contract End Date: 09/30/2019  
 Notes:

[Period of Confidentiality](#)

\*Confidentiality Terms Included: Yes  
 \*Basis of Confidentiality: Date of Disclosure      \*Period Length (years): 8  
 Confidentiality Note:

[Intellectual Property](#)

\*IP Type: Silent  
 IP Terms:

[Liability & Indemnification](#)

\*Liability/ Indemnity Type: Standard  
 Liability/ Indemnity Note:

[Negotiation Topics](#)

\*Research Contract Negotiation Topics: Confidentiality

[Negotiation Timeline](#)

Negotiations: **Status:** No records.

The first section has a variety of information including the ID and Contract Number, Contract Status and Date, Fiscal Year, and the Contract Administrator responsible for the negotiation of the Research Contract.

<a href="#">Collapse All</a>			
ID:	719	*Contract Status:	Active
Contract Number:	R180038	Contract Status Date:	09/20/2019
		Fiscal Year:	<u>18</u>
		Contract Administrator:	<a href="#">Michele Land</a>

The ID is the record within CRS. The Contract Number is an identifier for the Research Contract. Use the Contract Number for searches and references in emails and discussions.

ID:	719
Contract Number:	R180038



*Contract Status:	Active	Contract Administrator:	<a href="#">Michele Land</a>
Contract Status Date:	09/20/2019		
Fiscal Year:	<u>18</u>		

Active status means the Research Contract has not expired and its terms and conditions are still in effect. The Research Contract can be in six other statuses: Pending Review; In Review; Negotiations; Compliance Hold; Signing, and Inactive.

- **Pending Review:** the Research Contract has been received and is in the Contract Administrator’s queue for review.
- **In Review:** Contract Administrator has started reviewing the Research Contract’s terms and conditions for compliance with Mines’ policies and/or federal or Colorado State laws.
- **Negotiations:** Contract Administrator has contacted the sponsor to request revisions or the sponsor has responded to the Contract Administrator’s initial revisions with alternative language.
- **Hold for Compliance:** An example of a compliance hold would be if the sponsor wants to disclose export controlled information. Disclosure of export controlled information would require further review and protective measures within Mines.
- **Signing:** The Research Contract is being signed by either Mines or the sponsor.
- **Inactive:** The Research Contract’s has expired and its terms and conditions are no longer in effect.

Contract Status Date is the last date that either this record or the Research Contract was updated.

The second section shows more administrative information. Mines Contact Name is the PI on campus initiating the Research Contract. Primary Party is the sponsor’s name.

Research Contract Information			
*Mines Contact Name:	<u>Fred Research</u>	Mines Contact Department:	<u>Chemistry</u>
*Primary Party :	<u>Chevron Energy Technology Company</u>		
*Multi-Party Contract:	No		
*Primary Party Contact Name:	chevron contact	*Primary Party Contact Email:	<u>email@email.com</u>
Other Party Reference Number:			
Contract Title/Description:	NDA to work on a new proposal		
*Contract Type:	Nondisclosure Agreement		
Contract Start Date:	09/01/2019	*Contract End Date:	09/30/2019
Notes:			

Information that may be of the most important in this section is Contract Title/Description; Contract Type; and Contract Start and End Date.

Contract Type identifies the type of agreement. Contract Start Date is the date the Research Contract became effective. In the case of a nondisclosure agreement, the parties may exchange confidential information on the Contract Start Date. However, after the Contract End Date, no confidential

information may be exchanged. The Contract End Date is the expiration date for the terms and conditions of the Research Contract.

The following sections are topics for the Contract Administrator’s review.

Period of Confidentiality			
*Confidentiality Terms Included:	Yes		
*Basis of Confidentiality:	Date of Disclosure	*Period Length (years):	8
Confidentiality Note:			
Intellectual Property			
*IP Type:	Silent		
IP Terms:			
Liability & Indemnification			
*Liability/ Indemnity Type:	Standard		
Liability/ Indemnity Note:			
Negotiation Topics			
*Research Contract Negotiation Topics:	Confidentiality		

### Confidentiality Terms Included Yes

Confidentiality requirements are not limited to NDAs. Other types of Research Contracts may incorporate confidentiality provisions as well.

*Basis of Confidentiality	Date of Disclosure	*Period Length (years)	8
---------------------------	--------------------	------------------------	---

Basis of Confidentiality is the date from which confidential information must be protected. It can be the contract start date OR another date. For this Research Contract, the protection of confidential information from public disclosure begins on the date it was received from the sponsor.

Period Length (years) is the amount of time the confidential information must be protected. For this Research Contract, confidential information from the sponsor was received on 9/1/2019 and must be protected from public disclosure beginning 9/1/2019 through 8/31/2027.

The Contracts Administrator will highlight specific requirements in the Confidentiality Note text box.

Confidentiality Note	Sponsor may request return or destruction of confidential information in possession of Mines. We must comply within two weeks of the request.
----------------------	---

The Intellectual Property section gives brief details regarding IP provisions in the Research Contract.

Intellectual Property	
IP Type	Standard (Yours, Mine, Ours)
IP Terms	

Mines’ standard IP policy is Yours, meaning if the sponsor solely creates it, the sponsor solely owns it; Mine, meaning if the IP is solely created by Mines, we retain ownership; and Ours, meaning if Mines and the sponsor create the IP together, it is owned by both parties.

IP Terms	Sponsor gets first right to negotiate for an exclusive license.
----------	---

Similar to a Confidentiality Note, the contracts administrator may make a note regarding the IP provisions in the Research Contract. A notation in the IP Terms is usually for the Office of Research Administration’s and the Office of Technology Transfer’s benefit. If an action is needed from the PI, the Contracts Administrator will contact the PI.

Liability & Indemnification	
Liability/ Indemnity Type	Nonstandard
*Liability/ Indemnity Note	Liability capped at 50K to sponsor in the event of a confidentiality breach.

Liability and Indemnification are legal terms regarding monetary damages to a party should one of the parties cause harm to the other or an individual or breach a provision of a Research Contract. Because Research Contracts are non-funded, an amount owed for harm or breach is usually not a part of the contract. Mines will negotiate a provision for monetary damages out of the Research Contract. If the provisions cannot be negotiated out, the Liability/Indemnity Type will be considered “Nonstandard.” The Liability/Indemnity Note explains why “Nonstandard” had to be selected for this Research Contract.

## Research Contract Negotiations

On the Research Contract main tab, the last two sections highlight any negotiations of the Research Contract.

Negotiation Topics	
Research Contract Negotiation Topics	Confidentiality, Intellectual Property, Governing Law, Liability

The final section makes a note of all the provisions of the Research Contract that had to be negotiated by Mines. The screen above references the negotiations taking place between the sponsor and Mines. The screen below shows the majority of possible negotiation topics for a Research Contract.

Negotiation Topics	
Research Contract Negotiation Topics	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Indemnification <input type="checkbox"/> No Negotiation <input type="checkbox"/> Publication <input type="checkbox"/> Default <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Other <input type="checkbox"/> Special Provisions <input type="checkbox"/> Governing Law <input type="checkbox"/> Liability <input type="checkbox"/> Payment

Negotiation Timeline identifies the negotiated item and date negotiated; when an ID is clicked, notes, if available will show.

**Negotiation Timeline**

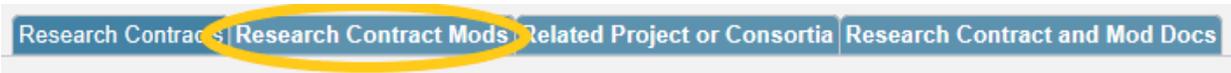
Negotiations: **Status:** 2 record(s) found, 1 page(s). Click [here](#) to count records again..

Views Search

<input type="checkbox"/>	ID	Negotiation Status	Negotiation Status Date	Notes	Updated By	Admin Contract Administrator	Admin Contract Date Created	Award Grant Index	Award Project ID	Award Status
<input type="checkbox"/>	<a href="#">170</a>	Revisions Reviewed by CA	04/22/2019		Sheri Reading					
<input type="checkbox"/>	<a href="#">169</a>	Legal Review	04/22/2019		Sheri Reading					

## Research Contract Modifications

Modifications to the Research Contract are fund under the Research Contract Mods tab.



After clicking on Research Contract Mods, the following screen will appear.

[Collapse All](#)

ID: 720 \*Contract Status: In Negotiations Contract Administrator: [Michele Land](#)  
 Contract Number: R180039 Contract Status Date: 10/04/2019  
 Fiscal Year: 18

**Research Contract Modifications**

Research Contract Modifications: **Status:** 1 record(s) found, 1 page(s). Click [here](#) to count records again..

Views Search

<input type="checkbox"/>	View	Mod Number	Mod Status	Mod Status Date	Description of Action
<input type="checkbox"/>		001	Received - Pending Review	10/09/2019	Date extension

The first section of the screen mirrors the first section of the Research Contract tab. Information related to the modification is under the header Research Contract Modifications on the table.

Mod Number identifies the number of modification to a Research Contract. The modification can be in one of the seven statuses identified earlier. The Description of Action is a great way to determine why the Research Contract is being modified.

Select the magnifying glass under View for more complete modification details.

[Collapse All](#)

ID: 720      \*Contract Status: In Negotiations      Contract Administrator: [Michele Land](#)  
 Contract Number: R180039      Contract Status Date: 10/04/2019  
    Fiscal Year: 18

**Research Contract Modifications**

Research Contract Modifications:      Status: 1 record(s) found, 1 page(s). Click [here](#) to count records again..

Views ▾   Search ▾  

<input type="checkbox"/>	View	Mod Number	Mod Status	Mod Status Date	Description of Action
<input type="checkbox"/>		001	Received - Pending Review	10/09/2019	Date extension

The magnifying glass opens the record to show more complete details.

**Research Contract Modifications Information**

\*Description of Action: Date extension  
 \*Received Date: 10/01/2019      Execution Date: 10/09/2019  
 Research Contract Fiscal Year: 18  
 Notes: Date extended to 12/31/2019

**Negotiation Topics**

Research Contract Modification Negotiation Topics: No Negotiation

**Negotiation Timeline**

Negotiations:      Status: No records.

The sections above gives the date the modification was received by the Office of Research Administration and the date the modification was signed by both Mines and the sponsor. The Notes section includes any pertinent details.

## Research Contract Modification Negotiations

On the Research Contract Mod main tab, the last two sections highlight any negotiations of the Research Contract.

The Negotiations Topics section makes a note of all the provisions of the Research Contract Mod that had to be negotiated by Mines. The screen below shows the majority of possible negotiation topics for a Research Contract.

**Negotiation Topics**

Research Contract Negotiation Topics

Confidentiality     Indemnification     No Negotiation     Publication  
 Default     Intellectual Property     Other     Special Provisions  
 Governing Law     Liability     Payment

Negotiation Timeline identifies the negotiated item and date negotiated; when an ID is clicked, notes, if available will show.

**Negotiation Timeline**

Negotiations: **Status:** 2 record(s) found, 1 page(s). Click [here](#) to count records again..

**Views** ▾ **Search** ▾

<input type="checkbox"/>	ID ↓	Negotiation Status	Negotiation Status Date	Notes	Updated By	Admin Contract Administrator	Admin Contract Date Created	Award Grant Index	Award Project ID	Award Status
<input type="checkbox"/>	<a href="#">170</a>	Revisions Reviewed by CA	04/22/2019		Sheri Reading					
<input type="checkbox"/>	<a href="#">169</a>	Legal Review	04/22/2019		Sheri Reading					

## Related Project or Consortia

Related Project or Consortia now provides a way to link Research Contracts to funded agreements.



Select this tab to see if the Research Contract is related to any funded agreements.

[Close](#) | **Research Contracts** | **Research Contract Mods** | **Related Project or Consortia** | **Research Contract and Mod Docs** << >>

[Collapse All](#)

ID: 720      \*Contract Status: In Negotiations      Contract Administrator: [Michele Land](#)  
 Contract Number: R180039      Contract Status Date: 10/04/2019  
 Fiscal Year: 18

**Related Projects**

Related Project(s): **Status:** 1 record(s) found, 1 page(s). Click [here](#) to count records again..

**Views** ▾ **Search** ▾

<input type="checkbox"/>	Grant Index	PI Full Name	Sponsor	Project Title	Funded Amount	Project Start Date	Project End Date	Project Status
<input type="checkbox"/>	<a href="#">401915</a>	<a href="#">Fred Research</a>	National Science Foundation - NSF	Proposal Test w/Co-PIs, subs, cost share and FFRDC	\$6,000.00	09/01/2019	08/31/2021	Active

**Related Consortia**

Related Consortia: **Status:** No records.

**Views** ▾ **Search** ▾

## Research Contract Documents

Research Contract Documents will have all the documents associated with the Research Contract or the Research Contract Modification.



## Tips & Tricks

### Looking for a specific type of Research Contract?

Sort research contracts by clicking on **Contract Type** to group like research contracts together.

### Want a status update?

Use the Contract Status Date to determine when the contract administrator was last working on the Research Contract.

### Trying to determine what a Research Contract is for?

The Contract Title/Description should be as descriptive as possible. Knowing the purpose for a Research Contract helps connect it to a proposal or a funded project.

### Search for Contract Number

Select **Contract Number** from the first drop down menu. Set the second drop down menu to **equals, =**, type the contract number in to the open text field, and select **Go**.

Search:  contains  Go

Show All  Refine  String  Context  Active Only More Options My Research Contracts

Search:  equals, =  Go

Show All  Refine  String  Context  Active Only More Options

The result:

Search:  equals, =  Go

Show All  Refine  String  Context  Active Only More Options

Actions Views Search

<input type="checkbox"/>	Contract Number	Mines Contact Name	Contract Type	Contract Title/Description	Contract Start Date	Contract End Date	Contract Status
<input type="checkbox"/>	<a href="#">R180038</a>	Fred Research	Nondisclosure Agreement	NDA to work on a new proposal	09/01/2019	09/30/2019	Active

All pertinent details for the Contract are available, just click on the Contract Number to open the record. Depending on the number of negotiation topics identified by Mines, signing of the Research Contract could be delayed while the sponsor contemplates requested revisions.

**▼ Negotiation Topics**

Research Contract Negotiation Topics

Confidentiality  Indemnification  No Negotiation  Publication

Default  Intellectual Property  Other  Special Provisions

Governing Law  Liability  Payment