Flowchart

To find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

1. The route for support (finance, legal) and internal approvals (‘RfA’ process)
2. Guidance to find the right representative to sign the document (mandate regulations)

Start here ➤
Flowchart to find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

**Is it an Agreement?** (document with two or more signing parties)

- **Yes**
  - Search for your document type in the list below (check for the main topic)*

  - Datatransfer, Datasharing, Data Processing Agreement
  - Confidentiality Agreement (CDA, NDA)
  - Material Transfer Agreement (MTA)
  - Research Agreement
  - Services or Consultancy (incl Speaker/Advisory) Agreement
  - Agreements for Interns, Guests Secondments
  - Purchase Agreements, General Agreements

  * Please note that the title of a document does often not reflect its content! Please verify the correct type of agreement in the descriptions in this flowchart or in the List of Research related agreements and Legal Support in LU.

- **No**
  - Is it a document related to public funding?

  - **Yes**
    - See slide 3
    - See slide 4
    - See slide 5
    - See slide 6
    - See slide 7
    - See slide 8
    - See slide 9
    - See slide 10
    - See slide 11

  - **No**
    - Embedding Guarantee NWO Talent programme
    - Declaration of Honour Horizon Europe/ERC/MSCA
    - Host Institution Letter ERC
    - Other letters of Commitment/Support/Intent (all funding agencies)
    - Legal declarations/other documents required (all funding agencies)
Flowchart to find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

- **Anonymous Data**
  - Data Processing Agreement
  - Datasharing, Datatransfer
  - Other data agreements

- **Personal Data**
  - Data Processing Agreement
  - Datasharing, Datatransfer

- **Datatransfer, Datasharing, Data Processing Agreement**

**Involve Finance and Legal in parallel:**

- **Finance Support and Approval: Project control**
  - In case of a financial commitment

- **Legal Support and Approval, see below**
  - Privacy officer
  - Luris legal counsel

**Content Approval***

- Check faculty or institute guidelines
- Check faculty or institute guidelines
- Check faculty or institute guidelines

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*In particular, by approving the content of the document it is confirmed that it is in accordance with applicable legislation, internal regulations and policies, e.g. on knowledge security, dual use, ancillary activities, intellectual property protection and exploitation, ethical aspects, scientific integrity, publication, (export) permits, Nagoya protocol, principles for public-private partnerships, personal data protection, security etc.

The relevant internal experts on these topics have been consulted where applicable.

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For Internal sign-off, see RFA form

AFTER INTERNAL SIGN OFF:

Click here for slide 12 to find legal representative to sign the agreement

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Flowchart to find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

Confidentiality Agreement

University provides confidential information
- Use Luris Contract Tool for contract generation if possible
- If not possible: contact Luris for drafting or reviewing

University receives confidential information

Finance Support and Approval
- Not needed

Legal Support and Approval
- Not needed

Content Approval*
- Check faculty or institute guidelines

Involve Finance and Legal in parallel:

For Internal sign-off, see RFA form

AFTER INTERNAL SIGN OFF:
- Click here for slide 12 to find legal representative to sign the agreement

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Flowchart to find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

**Material Transfer Agreement**

- **University provides Material**
  - Use Luris Contract Tool if possible
  - If not possible: contact Luris for drafting or reviewing

- **University receives Material**
  - In case of a financial commitment

**Involve Finance and Legal in parallel:**

- **Finance Support and Approval**
  - Not needed
  - Luris Legal

- **Legal Support and Approval**
  - Not needed
  - Luris Legal

- **Content Approval**
  - Check faculty or institute guidelines
  - Luris Legal

For Internal sign-off, see RfA form

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Flowchart to find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

**Main topic of the contract**
- Sponsor pays part of the research
- Research on request of a company
- Balanced research collaboration between parties
- Funding terms between grant provider and grant receiver
- Collaborative research between parties, (partly) funded by a grant
- My situation is not in the list

**Contract type**
- Sponsored (+ often collaborative) Research Agreement
- Contract Research Agreement
- Collaborative Research Agreement
- Grant Agreement
- Consortium Agreement

**Finance Support and Approval**
- Projectcontrol

**Legal Support and Approval**
- Luris Legal

**Content Approval**
- Check faculty or institute guidelines

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Involve Finance and Legal in parallel:

**Services, Consultancy, (incl. Speaker or Advisory Board)**

- **Main topic of the contract**
- **Services (not research) performed on request of another party**
- **Providing advice using public available knowledge, on request of another party**
- **Speaking or taking part in a Board, on request of another party**

**Contract type**

- **Services Agreements**
- **Consultancy Agreements**
- **Speaker or Advisory Board Agreements**

**Finance Support and Approval**

- **Projectcontrol**
- **Luris Legal**

**Legal Support and Approval**

- **Projectcontrol**
- **Luris Legal**

**Content Approval**

- **Check faculty or institute guidelines**

For Internal sign-off, see RfA form

After INTERNAL SIGN OFF:

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The relevant internal experts on these topics have been consulted where applicable.
Agreements for Interns, Guests, Secondments

Main topic of the contract
- Interns (mostly students) working in LU
- Researchers not employed, working in LU
- Researchers seconded (gedetacheerd) in-or outside LU

Contract type
- Internship Agreement
- Guests (researchers)
- Secondment Agreement

Finance Support and Approval
- Projectcontrol
- HRM

Legal Support and Approval
- Projectcontrol
- HRM

Content Approval*
- Check faculty or institute guidelines

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- Purchasing agreements
- Various other agreements and documents
- Powers of Attorney
  - For Patents
  - Other types of PoA
- Strategic collaboration agreements (with other universities etc)
- Claims, court-cases etc.

**Involve Finance and Legal in parallel:**

**Finance Support and Approval:**
- Contact Projectcontrol in case of financial commitment
- Purchase Department (and Legal Affairs where needed)
- Luris
- Legal Affairs (JZ)
- Legal Affairs (JZ)

**Legal Support and Approval:**
- Check faculty or institute guidelines
- Luris
- Legal Affairs (JZ)
- Legal Affairs (JZ)

**Content Approval**
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For Internal sign-off, see RfA form

AFTER INTERNAL SIGN OFF:

Click here for slide 12 to find legal representative to sign the agreement

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Flowchart to find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

Involves Legal and Finance in parallel:

**Finance Support and Approval**
- Embedding Guarantee Talent programme NWO
- Declaration of Honour Horizon Europe/MSCA/ERC
- Host Institution Letter ERC

**Legal Support and Approval**
- Projectcontrol
- Not needed

**Content Approval**
- Check faculty or institute guidelines

For Internal sign-off, see RFA form:
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Flowchart to find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

Choose situation from the list below:

- There is a financial commitment by the University?
- There is an Intellectual Property (IP) commitment?
- There is a Personal Data/Privacy commitment?
- There is a purchasing commitment?
- None of the above?

Legal declaration/other documents required (all funding agencies)

- Grant Support
  - Click here for contact details

Finance Support and Approval

- Projectcontrol

Legal Support and Approval

- Not needed
- Luris Legal
- Privacy Officer
- Purchase Department (see purchasing process)

Content Approval*

- Check faculty or institute guidelines

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The relevant internal experts on these topics have been consulted where applicable.
Who should sign an agreement or legal document on behalf of Leiden University?

Does a funding authority request CvB to sign or are there consequences for other faculties (than the faculty/faculties involved that are committed to the project)?

- Yes
  - Document concerns a commitment for LU of more than EUR 750,000? (**)
    - Yes
      - Is it a bilateral Funding Agreement between Leiden University and NWO, ZonMw or KNAW or an Agreement for EU grants (such as Grant Agreements or Consortium Agreements) based on a non-negotiable model grant agreement?
        - Yes
          - Faculty Board-member, or if applicable, faculty or institute mandate holder. Ask for the applicable sub-mandate-regulations within your faculty.
        - No
          - College van Bestuur
    - No
      - Does a funding authority request CvB to sign or are there consequences for other faculties (than the faculty/faculties involved that are committed to the project)?

- No
  - Document concerns a commitment for LU of more than EUR 750,000? (**)
    - Yes
      - Is it a bilateral Funding Agreement between Leiden University and NWO, ZonMw or KNAW or an Agreement for EU grants (such as Grant Agreements or Consortium Agreements) based on a non-negotiable model grant agreement?
        - Yes
          - Faculty Board-member, or if applicable, faculty or institute mandate holder. Ask for the applicable sub-mandate-regulations within your faculty.
        - No
          - College van Bestuur
    - No
      - Does a funding authority request CvB to sign or are there consequences for other faculties (than the faculty/faculties involved that are committed to the project)?

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(*) Research related documents do not include agreements concerning the transfer or licensing of existing intellectual property rights

(**) From mandate regulations: CvB should sign agreements or extensions (including grant-applications which include a legal commitment) with a contractvalue for Leiden University of more than EUR 750,000 excl VAT, for the term of the agreement. The contractvalue includes any in-kind/matching contribution by Leiden University.