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  
  See slide 3
- Confidentiality Agreement (CDA, NDA)  
  See slide 4
- Material Transfer Agreement (MTA)  
  See slide 5
- Research Agreement  
  See slide 6
- Services or Consultancy (incl Speaker/Advisory) Agreement  
  See slide 7
- Agreements for Interns, Guests Secondments  
  See slide 8
- Purchase Agreements, General Agreements  
  See slide 9

No → Is it a document related to public funding?  
Yes → Other letters of Commitment/Support/Intent (all funding agencies)
  See slide 11

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

**Involve Finance and Legal in parallel:**

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

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

**Legal Support and Approval, see below**
- In case of a financial commitment
  - Privacy officer
  - Luris legal counsel

**Content Approval**
- In case of a financial commitment
  - Check faculty or institute guidelines
  - Check faculty or institute guidelines
  - Check faculty or institute guidelines
  - Check faculty or institute guidelines

For Internal sign-off, see RFA form

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

*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.
Involve Finance and Legal in parallel:

**Finance Support and Approval**
- Not needed

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

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

* In particular, the requestor confirms that the contract is in accordance with applicable internal or external regulations, such as the 'Working for third Parties regulation' and guidelines regarding knowledge security, ethical aspects, permits, principles for public-private partnerships, personal data protection and security etc. The relevant internal experts on these topics have been consulted.

For Internal sign-off, see RfA form

AFTER INTERNAL SIGN OFF:

Click here for slide 12 to find legal representative to sign the agreement
Flowchart to find financial and legal support, approval and signatures for agreements and funding documents in the research domain.

For Internal sign-off, see RfA form

AFTER INTERNAL SIGN OFF:

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

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.

Involve Finance and Legal in parallel:

**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

**Legal Support and Approval**
- Luris Legal

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

*For Internal sign-off, see RfA form*

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

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 Affairs (JZ)

Legal Support and Approval:
- Legal Affairs (JZ)
- Legal Affairs (JZ)

Content Approval*
- Check faculty or institute guidelines

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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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.

Involving Legal and Finance in parallel:

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

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

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

*In particular, the requestor confirms that the contract is in accordance with applicable internal or external regulations, such as the 'Working for third Parties regulation' and guidelines regarding knowledge security, ethical aspects, permits, principles for public-private partnerships, personal data protection and security etc. The relevant internal experts on these topics have been consulted.

For Internal sign-off, see RFA form

AFTER INTERNAL SIGN OFF:

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

If it is a non-standard letter of commitment/support/intent (check slide 10):

- 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):
  - Not needed

- Content Approval*:
  - Check faculty or institute guidelines

- Involve Finance and Legal in parallel:

- Legal declarations/other documents required (all funding agencies):

- For Internal sign-off, see RfA form

AFTER INTERNAL SIGN OFF:

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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)?

No

Document concerns a commitment for LU of more than EUR 750.000? (**)

Yes

No

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

(*) 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.