Instructions for filling out University of Oregon/ORSA Request for new Agreement or Amendment Form

Use this form if you need a Memorandum of Agreement (MOA), Services Agreement, or something that does not fall into the Subagreement or Contract categories.

Principal Investigator/Department Grant Administrator: The purpose of this form is to help ensure that UO carries out its responsibilities as required under federal and UO regulations. One copy of this form must be submitted for each new or amended agreement to be issued. Please complete and submit this form to the Office of Research Services and Administration (ORSA) for preparation of an agreement on a grant or contract received by the University of Oregon. Call your Post-Award Sponsored Projects Administrator (SPA) in ORSA with any questions. SPA assignments can be found on the ORSA web page at http://orsa.uoregon.edu. The Post-Award or Contracts Administrator SPA will work with the UO Principal Investigator and Department Grant Administrator to determine the appropriate type of agreement required, which flowdown clauses and special conditions to incorporate, whether Oregon DOJ review is needed, and other issues in finalizing the agreement for signatures.

TOP OF FORM

An Agreement is considered new if this is the first time that an agreement is being written to an agency for this project. An amendment can only be drafted if we already have an agreement in place for this project with the particular agency. If it is a new agreement please complete all sections except Section E. If amendment please complete Section A, E, and F only, if Agency information has changed please complete Section B.

Please check what type of agreement that needs to be drafted.

SECTION A: UNIVERSITY OF OREGON INFORMATION

Check the appropriate box to indicate whether or not this is a federally funded agreement. Provide the name of the sponsor and award number (the number assigned by the funding agency to the project which will be funding the agreement).

SECTION B: AGENCY INFORMATION

- Enter the name of the agency receiving the agreement, the point of contact information for the awardee (this is the person who is authorized to negotiate the terms of the contract for the agency), and the Awardee Principal Investigator’s information.
- Total Agreement Dates: Indicate the overall period of time during which the agreement will be active – include specific begin and end date. Agreements are only issued for one year at a time so please indicate the dates that this action will cover.

SECTION E: AMENDMENTS

Check any of the appropriate boxes:
- If additional time is required for an existing agreement, → Select NCE (No Cost Extension) and enter the specific revised end date.
- If additional funds are required for an existing agreement → Select and enter how much you would like to add to the agreement and enter the total amount now obligated.
- If additional time and funds are required for an existing agreement → Select and how much you would like to add to agreement and the total amount now obligated and enter the new end date.
• If deobligation of funds is required for an existing agreement → Select and enter how much you would like to deobligate to the agreement and enter the total amount now obligated.
• If deobligation time and funds are required for an existing agreement → Select and how much you would like to deobligate to agreement and the total amount now obligated and enter the new end date.

The questions that follow must be completed they are to make sure that that recipient has been fulfilling its obligations set forth in the previous contract.

SECTION F: PI VERIFICATION

Please read this section and check the appropriate box concerning conflict of interest then sign and date.