



## **Glossary of Terms Relevant to Research Collaborations**

**Principal Investigator (PI)** – The scientific leader of a research group or sponsored project. Usually this is a faculty member, and on a sponsored project they are the university employee responsible for ensuring that the project is completed. If the project has multiple institutions and multiple grant awards or contracts, the Principal Investigator is the employee at the institution holding the prime award or prime contract.

**Co-Investigator** – A term used to distinguish an individual (usually a faculty member) who has a major role in project leadership, but is not the Principal Investigator.

**Co-Principal Investigator** – A term used in some cases to indicate a project where two (rarely more) individuals have equal roles in project leadership. In other cases, there is a single Principal Investigator, and this term is used to distinguish a Co-Investigator whose leadership role is above that of other Co-Investigators.

**Cooperative Research and Development Agreement (CRADA)** - is between one or more federal laboratories or agencies and one or more non-federal parties such as a university, under which the government, through its laboratories, provides personnel, facilities, equipment or other resources with or without reimbursement (but not funds to non-federal parties). The non-federal parties provide personnel, funds, services, facilities, equipment or other resources to conduct specific research or development efforts that are consistent with the mission of the laboratory. There are terms specific to how the collaboration will take place and may include the sharing of research data, coordination of publications, and disposition of intellectual property. CRADAs may include many of the same terms of Sponsored Research Agreement but no exchange of funds is taking place.

**Data Use Agreement (DUA)** – is used for the transfer, use, and/or storage of data that has been developed by a collaborating organization (universities, government agencies, private parties). Often, this data is a necessary component of a research project and it may or may not be human subject data. Universities negotiate to ensure that DUA terms protect confidentiality when necessary, but permit appropriate publication and sharing of research results in accordance with University policies, applicable laws and regulations, and federal requirements. DUAs are similar to NDAs (non-disclosure or confidentiality agreements) in that they may restrict the use and disclosure of the data set. In some cases, a similar format may be used as a starting point to build a DUA appropriate for the transfer of data.

**Material Transfer Agreement (MTA)** – is used when proprietary material is exchanged, the receiving party intends to use it for his/her own research purposes, and no research collaboration between scientists is planned. MTA typically does not grant either a licensing option or rights to use material for commercial purposes. The MTA will specify the requirements and terms for the use of the materials by the organization providing it.

**Non-Disclosure Agreement (NDA)** – is used when two or more parties wish to enter into initial discussions about specific confidential processes, methods or technology. The parties agree to restrict the usage and additional disclosure of the shared information, knowledge, or materials. NDAs have many other titles, such as Confidentiality Agreements, Proprietary Information Agreements, or Secrecy Agreements.

**Postdoc** – An individual with a doctoral degree employed on a research project, usually reporting directly to a Principal Investigator or Co-Investigator. They are also usually individuals who have recently earned the doctorate, who join the project to get experience as part of their career development.

**Graduate Assistant** – An individual engaged in studies for a graduate degree (MS or PhD), who is employed on a research project, usually on a part-time basis. Their employment is part of their training and career development.

**Sponsor** – A government agency or other organization that provides the funding for a research project at a university.

**Sponsored Research Agreement (SRA)** – details the obligations of two or more parties over the course of a paid research or services project. It often has specific deliverables and milestones to be met, and dictates how the contracting parties will interact with each other, including payment, specific scope, and issues such as publicity, publication and intellectual property (such as copyrights, inventions or patents).

**Sponsored or Project Services Agreement** (e.g., testing) – is used for testing and services projects involving the use of unique or special University facilities, but not including work for original, creative research (typically an SRA). It is particularly applicable where the University anticipates no IP or copyright, and intends to make no claim of ownership in data or other results generated under this agreement, and there is no academic publication expected.

**Subcontract Agreement** – an agreement entered into with another entity for the performance of work that is directly related to the furtherance (enhancement) of the larger scope of work of a sponsored research project awarded to a prime entity. Sometimes UT Arlington is the awardee and uses subcontractors, and sometimes UTA is a subcontractor to another entity, such as another University or a for-profit entity. Also known as a subaward or subrecipient agreement.

**General Memorandum of Understanding (MOU)** - is typically used for non-binding affiliations or collaborations, or where no money changes hands and each party pays its own costs in an affiliation or collaboration. Typically outlines procedures, roles, responsibilities and/or obligations of each party in a collaboration.

**Prime Award or Prime Contract** – The contractual arrangement (e.g. Sponsored Research Agreement) directly between the sponsor and the university to perform research of interest to the sponsor. This arrangement usually specifies the names of the senior personnel involved (Principal Investigator, Co-Investigators), the scope of work to be performed, the deliverable items (e.g. research reports), the project budget, and often the regulatory requirements applying to the project. It also specifies any subawards or subcontracts to collaborators on the project.

**Subaward or Subcontract** – The contractual arrangement between a Prime Awardee or Prime Contractor and other institutions who perform parts of a research project. Funds are passed from the sponsor to the Prime Awardee to the Subawardee.

**IACUC, Institutional Animal Care and Use Committee** – A committee constituted at a university or other institution to govern the use of vertebrate animal subjects in research. Institutions accepting federal funds for scientific research using vertebrate animals must have such a committee and follow procedures consistent with federal regulations for approving and overseeing such research projects. Researchers must submit their protocols for advance approval, and file reports as the research is conducted.

**IRB, Institutional Review Board** – A committee constituted at a university or other institution to govern the use of human subjects in research. Institutions accepting federal funds for scientific research using human subjects must have such a committee and follow procedures consistent with federal regulations for approving and overseeing such research projects. Researchers must submit their protocols for advance approval, and file reports as the research is conducted.

**Data management** -- How research data is handled during the active phase of the research and in long-term preservation. Data management activities can include documenting, formatting, storing, and anonymizing the data along with planning data workflows and controlling access to the data files.

**Data Management Plan** -- A formal document that outlines what kinds of data the study will produce and how the research team will manage the data during active research and afterwards.

**Data repository** -- A repository designed or used for storing and preserving research data (as opposed to an institutional repository, for example, which is usually for scholarly output).

**File format** -- The way information is encoded in a computer file. Typically, the file extension indicates the type of file, for example, “.doc” indicates that the file is a Microsoft Word document.

**Metadata** -- “A characterization or description documenting the identification, management, nature, use, or location of information resources (data).” (Society of American Archivists Glossary)

**OAIS** -- Abbreviation of Open Archival Information System. “A high-level model that describes the components and processes necessary for a digital archive, including six distinct functional areas: ingest, archival storage, data management, administration, preservation planning, and access.” (Society of American Archivists Glossary)