

USC Offices Responsible for Handling Agreements with External Entities and Other External Collaborators

The following table provides a description of the most common types of agreements entered by the University, as well as the office responsible for handling each type of agreement. The Responsible Office may coordinate with other offices to make the determination of which office is responsible for the type of Agreement.

Agreements may be signed on behalf of the University only by authorized officers of the University with designated signature authority. The Responsible Office may coordinate with other offices in their review of the Agreement Type, however, will be primarily responsible for securing and coordinating any needed reviews, approvals, and signatures.

Type of Agreement	Agreement Description	Responsible Office
Sponsored research agreement	<p>Agreement to fund the performance of research or other scholarly activities at the University, other than clinical trials.</p> <p>Observational or data collection studies funded by industry.</p>	<p>Contracts & Grants</p> <p><i>Contracts and Grants may consult with the Clinical Trials Office for observational or data collection studies funded by industry.</i></p>
Clinical trial agreement	<p>Agreement that prospectively assigns human subjects to test a drug, other treatment, diagnostic, or medical device at the University to determine biomedical or behavioral outcomes.</p>	<p>Clinical Trials Office <i>(Industry Funded)</i></p> <p>Contracts & Grants <i>(Non-Industry Funded)</i></p>
Subcontract agreement	<p>Outgoing: Agreement where USC transfers a portion of the programmatic work of an award to a third party.</p> <p>Incoming: An agreement where a third party transfers a portion of the programmatic work of an award to USC.</p>	<p>Clinical Trials Office <i>(Incoming Subawards from Industry Sponsors and Outgoing Subcontracts under Industry Funded Clinical Trials)</i></p> <p>Contracts & Grants <i>(Incoming Subawards for the performance of research or other scholarly activities and Outgoing Subcontracts under sponsored research projects, excluding Industry Funded Clinical Trials)</i></p> <p>Office of General Counsel <i>(Incoming Subcontracts for Services)</i></p> <p>Procurement Services <i>(Outgoing contracts for Services)</i></p>
Unfunded research collaboration Agreement	<p>Agreement to perform research collaboratively with a third party in which each party funds its own resources.</p> <p>Also referred to as teaming agreements, or memorandum of understanding.</p>	<p>Contracts & Grants <i>(If primary purpose is to jointly pursue funding for research or other scholarly activity)</i></p> <p>USC Stevens Center for Innovation <i>(If primary purpose is to develop intellectual property or to discuss USC IP to determine if there is any interest in further research/development)</i></p> <p>General Counsel <i>(Other cases not covered above in consultation with USC Stevens for review of IP terms as necessary)</i></p>

Type of Agreement	Agreement Description	Responsible Office
Confidential disclosure agreement	Agreement to share nonpublic, confidential knowledge, or information; can be one-way (where one party provides confidential information) or two-way (where both parties exchange confidential information).	<p>Contracts & Grants <i>(If primary purpose is to pursue research funding or as part of a funded research agreement, excluding industry sponsored clinical trial)</i></p> <p>Clinical Trials Office <i>(If primary purpose is for industry sponsor to disclose clinical trial protocol)</i></p> <p>USC Stevens Center of Innovation <i>(If primary purpose is to disclose University intellectual property for pursuing license or unfunded collaboration)</i></p> <p>General Counsel <i>(Other cases not covered above)</i></p>
Gift letter or gift agreement	Instrument committing to donate cash to the University or transfer to the University ownership in securities, materials, equipment, software or other tangible goods for no consideration and no reciprocal responsibilities on behalf of the University.	University Advancement
Industry affiliate agreement	<p>Agreement for a University research group (center, institute, or laboratory) to provide several companies access to regular interactions with the research group, generally for payment of an annual fee. The companies are not granted any intellectual property rights under the agreement.</p> <p>Agreement for a University research group (center, institute, or laboratory) to pay a membership fee to an external group to be part of an organization or consortium of organizations.</p>	General Counsel
Patent license agreement	<p>Agreement granting rights to use patents a license to USC Patents and other IP (including to a faculty startup).</p> <p>USC Stevens Institute also manages all other agreements or instruments related to the management of university-owned patents, including inter-institutional agreements for management of jointly owned patents and instruments relating to the prosecution of patents.</p>	USC Stevens Center for Innovation
Material transfer agreement	Agreement for the delivery to, or receipt by, USC of research materials (for example, biological materials and samples, mice, software to be used for research purpose or other material).	<p>USC Stevens Center for Innovation <i>(For use of materials, including USC-owned materials licensed for commercial use, but excluding materials used in or for human subjects)</i></p> <p>General Counsel <i>(For use of materials in human subjects and/or Clinical Trials and/or as determined by USC Stevens)</i></p> <p>Procurement Services <i>(For materials that require payment by USC)</i></p>

Type of Agreement	Agreement Description	Responsible Office
Trademark license agreement	Agreement granting a third party the right to use a university-owned trademark (e.g., name, symbol, word, design) for the manufacture and sale of specific products.	<p>Office of Trademark Licensing <i>(For USC brand such as USC, Trojans, SC interlock logo, Trojan head logo, etc.)</i></p> <p>USC Stevens Center for Innovation <i>(For trademark associated with a university-owned invention or work of authorship)</i></p> <p>** Please get approval from the Office of Trademark and Licensing prior to directing to USC Stevens **</p>
Copyright license agreement	Agreement granting the right to copy, use, develop, create derivative works, or sell courseware, multimedia, or other copyrighted materials (e.g., photos, videos, recordings, publications, music), including open-source licenses.	<p>USC Stevens Center for Innovation <i>(For University-owned materials for non-commercial and commercial purposes, including open-source licenses)</i></p> <p>Procurement Services <i>(For execution by USC of third-party copyright license agreement or permission that requires payment by the University)</i></p> <p>General Counsel <i>(For use of third-party materials at no charge and/or as required by USC Stevens)</i></p>
Software license agreement	Agreement granting the right to use, modify or sell software, including open-source software.	<p>Procurement Services <i>(For execution by USC of third-party software license agreement, even if at no cost)</i></p> <p>USC Stevens Center for Innovation <i>(For licensing of university-owned software)</i></p>
Data use agreement	<p>Agreement to provide rights to use data for research or education purposes.</p> <p>Also referred to as data transfer or data access agreement.</p>	<p>Office of Culture, Ethics and Compliance <i>(If identifiable health information or personal information is to be shared)</i></p> <p>Procurement Services <i>(For providing access to USC Data to a third party)</i></p> <p>USC Stevens Center for Innovation <i>(For all others including DUA's for the licensing of USC Data for commercial purposes)</i></p>
Service agreement, Research services agreements, or Consulting agreement	Agreement to provide consulting or other services, including research services, business services, testing (recharge centers); Interpersonal agreements (IPA); work-for-hire; training to non-USC students at outside facilities; independent contractor agreements.	<p>Procurement Services <i>(For paid services provided to USC)</i></p> <p>General Counsel <i>(For paid services provided by USC)</i></p>
Facilities use agreement	Agreement granting a company or other outside entity a limited right to enter and use facilities owned by USC, including lab facilities, for its own purposes.	General Counsel

Type of Agreement	Agreement Description	Responsible Office
Visiting scholars' agreement	Agreement for a non-USC researcher to perform research or other scholarly work at a university facility or for a USC researcher to perform research or other scholarly work at another academic facility, in either case for a limited period of time.	Faculty Affairs <i>(Subject to review by General Counsel)</i> Procurement Services <i>(For lease or rental of facilities by USC)</i>
Medical education accreditation agreement	Agreement for training activities that require certification of continuing medical education accreditation	Keck School of Medicine Continuing Medical Education
Equipment acquisition agreement	Agreement for University to acquire equipment from a third party.	General Counsel <i>(For equipment loaned to USC)</i> Procurement Services <i>(For equipment purchased by USC)</i>
Equipment transfer agreement	Agreement for University to sell or lend University-owned equipment to a third party. Agreement for an outside party to donate equipment to USC at no cost.	Equipment Management <i>(In consultation with General Counsel)</i>
Master agreement	Institutional-wide agreement to be made available to all schools, department, and eligible investigators.	Contracts & Grants <i>(If primary purpose to fund research or other sponsored activities, including non- industry clinical trials)</i> Clinical Trials Office <i>(If primary purpose to fund industry sponsored clinical trials)</i> USC Stevens Center for Innovation <i>(If primary purpose is to develop intellectual property)</i> General Counsel <i>(Other activities not addressed above)</i>
IRB or IACUC authorization or reliance agreement	Agreement to cede or centralize regulatory approval for a research project; or for certifications of the confidentiality of sensitive subject data; or to create a biorepository.	Institutional Review Board (IRB) <i>(For human subject activity)</i> Institutional Animal Care and Use Committee (IACUC) <i>(For animal subject activity)</i>
International agreement	Agreement to establish an overseas presence or international partnership with an overseas university, institution, or governmental entity, excluding sponsored research agreements and technology licenses. services provided by and to USC.	Strategic and Global Initiatives <i>(If primary purpose is to establish an international partnership/presence)</i>

Please Note: To facilitate the execution of each agreement, please submit the respective agreement to the responsible office using the below as a reference guide. For any questions regarding the type of agreement, please contact Katie Rountree, DCG Associate Director, rountree@usc.edu .

Responsible Office	Submission Method
Department of Contracts and Grants	Cayuse SP: https://usc.app.cayuse.com/ Contacts: https://dcg.usc.edu/contracts-and-grants-directory/
Clinical Trials Office	OnCore: https://usc-oncore-prod.forterresearchapps.com/ Contacts: https://clinicaltrials.usc.edu/contact-us/
Equipment Management	Josie Amescua amescua@usc.edu
Faculty Affairs (by School)	School Contacts: https://faculty.usc.edu/new/school-contacts/
IRB or IACUC	iStar: https://istar.usc.edu/iStar/sd/PublicCustomLayouts/SSO/Selection
Keck Continuing Medical Education	Lisa Delgado lisa.ho@med.usc.edu
Office of Culture, Ethics and Compliance	Daniel Abramson dabramso@usc.edu
Office of General Counsel	Vardan Duzadabanyan vduzdaba@usc.edu
Strategic and Global Initiatives	Kana Sugita kanay@usc.edu
Trademarks and Licensing	Trademarks: https://trademarks.usc.edu/home/apply/trdmarks@usc.edu
University Advancement	John Yu johnwyu@usc.edu
USC Stevens	Sophia: https://stevens.usc.edu/researchers/mta-cda/ Contacts: https://stevens.usc.edu/directory/