

UC Davis Contracting Offices

The following matrix provides a general overview of the responsibilities of each campus contracting office. Stakeholders should be aware that the list is not comprehensive due to the vast variety of agreements that are requested and changing campus needs. In addition, it should be noted that there are occasions when two or more offices collaborate to complete an agreement.

Office	What they do
<p>Sponsored Programs Office https://research.ucdavis.edu/about/offices/spo-office/</p>	<ul style="list-style-type: none"> • All proposals for extramural (outside) funding (except for letters of intent or pre-proposals that do not require: <ul style="list-style-type: none"> ○ institutional signature ○ a budget, or ○ agreement to terms and conditions at the proposal stage) • Extramural awards for research, training and public service (including those from federal, state, non-profit and for-profit sponsors) • Subawards • Non-disclosure agreements (NDAs) in anticipation of research or other sponsored project funding • Clinical trial agreements funded or supplemented by federal, state or non-profit funding • Revenue (service) agreements if there's no approved rate • Teaming agreements in anticipation of proposal submissions • Unfunded agreements/MOUs/MOAs for research collaboration • Fellowship agreements (non-Grad Studies) • Research-related capital equipment agreements • Postdoctoral scholar grants (when postdoc is PI)
<p>Technology Transfer (formerly InnovationAccess) https://research.ucdavis.edu/about/offices/technology-transfer-office/</p>	<ul style="list-style-type: none"> • Licenses to UC-owned patented & copyright-protected intellectual property • Confidentiality agreements (CDAs) to discuss potential intellectual property licensing • Material transfer agreements (MTAs) for providing or receiving research materials • Data use (DUAs) or data transfer agreements (DTAs) for providing or receiving research data (de-identified in the case of human-specific data) • Licenses for proprietary beta or research software (not commercial software licensing, which is handled by Contracting Services) • Licenses for patented methods owned by non-UC entities, to be offered as services by a UCD unit • Drug-only agreements • Coordination of trade/service mark registrations
<p>Graduate Studies https://grad.ucdavis.edu/external-fellowships</p>	<ul style="list-style-type: none"> • Graduate student fellowships • Postdoctoral scholar fellowships

<p>Advancement Services https://ais.ucdavis.edu/gifts</p>	<ul style="list-style-type: none"> • Gifts • Donations
<p>Procurement and Contracting Services</p> <ul style="list-style-type: none"> • Business & Revenue Contracts • Procurement <p>http://afs.ucdavis.edu/our_services/contracting-services/index.html</p>	<p>Procurement and Contracting Services reviews, negotiates and establishes legally binding bilateral agreements. Refer to the Types of Agreements page for a comprehensive list. A general list follows:</p> <ul style="list-style-type: none"> • Revenue (service) agreements for which there’s an approved rate and commission agreements • Professional services and independent consultant agreements unrelated to research, including related confidentiality agreements (excluding UCDH and School of Medicine) • Sponsorship agreements • Executive search agreements • Work study agreements • Reimbursement agreements • Faculty, staff and student appointments at other institutions and UC Davis, including Intergovernmental Personnel Act (IPA) agreements • Utility agreements • Non-disclosure and confidentiality agreements pertaining to the purchase of a commodity <ul style="list-style-type: none"> ○ Those relating to research projects are processed by the Sponsored Programs Office. • Affiliation agreements • Training agreements (non-academic affiliation) • Animal loan, lease, boarding and special uses agreements • Facility/land use agreements for a period of less than one year and duration and which do not involve modifications to land or property • Miscellaneous non-research agreements that require an authorized university signature • Partnership/collaboration agreement <p>Procurement’s HOW TO: Buy page provides guidance on the preferred purchasing method for indicated products or services. Examples include:</p> <ul style="list-style-type: none"> • Capital assets (equipment), under “Most Goods” • Service and maintenance contracts, under “Services” • Laboratory products, consumables, and services • Commercially available services • Temporary labor (non-IT) • Software and cloud-based services

<p>Health Affairs Contracts https://health.ucdavis.edu/supply-chain/health-affairs-contracts/</p>	<p>Health Affairs Contracts processes the following types of agreements for UC Davis Health (Hospital, School of Medicine, and School of Nursing):</p> <ul style="list-style-type: none"> • Non-research, income generating consulting and professional services agreements. For School of Medicine Departments, all non-clinical independent contractor agreements should be processed through Campus Contracts • UC Davis Health Educational Affiliation agreements • Intergovernmental Personnel Act (IPA) agreements for non-academic employees (UC Davis Health employee working at a federal government site at the federal government's request). • Facility use agreements for a period of less than one year in duration and which do not involve modifications to land or property. • Data use agreements involving the disclosure of individually identifiable health information for non-research purposes related to UCDH operations. • Expert witness agreements. • Telemedicine agreements.
<p>UCDH Clinical Trials Contracts https://health.ucdavis.edu/supply-chain/clinical-trials-contracts/</p>	<p>Clinical Trials Contracts negotiates industry-funded clinical trial agreements for the health system. Clinical trial agreements handled in this office have all the following characteristics:</p> <ul style="list-style-type: none"> • They always involve Prospective testing in Human Subjects and always require Institutional Review Board (IRB) review (this does not include cadaver or animal studies, nor does it include retrospective chart reviews) • They examine the Efficacy, Safety or Benefits of a Food and Drug Administration (FDA) reviewed Medical Intervention involving a Drug, Device, Treatment or Diagnostic (this would typically not include studies which involve the effects of beverages, foods or exercise on health, for example) • They are fully funded, directly or indirectly, by a For-Profit Entity (agreements which are partially or fully funded by non-profit, state or federal entities cannot be reviewed by this office) <p>Research agreements that do not meet all of the criteria above are handled by the Sponsored Programs Office.</p>
<p>UCDH Supply Chain and Contracting Services – Purchasing Department https://health.ucdavis.edu/supply-chain/services/purchasing</p>	<p>UCDH Purchasing negotiates and establishes legally binding unilateral agreements (purchase orders) and conducts competitive bids for goods and commercially available services for UCDH and <u>for which hospital accounts are used as the funding source</u>. Examples include:</p> <ul style="list-style-type: none"> • Capital equipment • Service and maintenance contracts • Consumables • Commercially available services • Temporary staffing agreements • IT software

<p>Real Estate Services https://dcm.ucdavis.edu/units/real-estate</p>	<ul style="list-style-type: none"> • Purchase and Sale Agreements (in consultation with UCOP) • Ground Leases for public private partnerships (in consultation with UCOP) • Lease/sublease agreements (off-campus and UCDHS space leases) • Easements and rights-of-way • Licenses (e.g. telecommunications, ATMs) • Facility/land use agreements for a period of one year or more • Facility/land use agreements for a period of less than one year that involves modifications to the facility or land
<p>Design & Construction Management – Contract Management Department https://dcm.ucdavis.edu/units/contract-management</p>	<p>Design & Construction Management bids, awards and project manages construction projects in support of the University’s building program and the needs of our University partners. Examples include:</p> <ul style="list-style-type: none"> • New construction • Renovations and remodels • Major and Minor Cap projects <p>Refer to the University of California Facilities Manual for further information: https://www.ucop.edu/facilities-manual/index.html</p>