

AGREEMENT TYPES

The lists below are not all inclusive nor static, therefore employees are strongly encouraged to review both lists before entering an agreement on behalf of the University to ensure the proper process.

Agreements not required to comply with the *Reviewing and Approving University Contracts* policy (POL-U5348.05) but must receive approval from the department referenced.

Type of Agreement	Process/Approval Required
Employment agreements	Human Resources
A&E Public Works agreements	Facilities Development/Capital Budget
Agreements involving grant funding	Research & Sponsored Programs (RSP)

The following are agreements or elements of an agreement with external parties that must comply with the *Reviewing and Approving University Contracts* policy (POL-U5348.05) and have an agreement executed through Contract Administration.

- Agreements to buy, sell, or rent goods
- Involves the collection, processing of, sharing, or exchanging personal information of individuals
- Agreements to provide, obtain, or rent services, equipment, facilities, or property
- Memorandums of Understanding (Cooperation or Agreement) with external entities for the accomplishment of particular purposes
- Affiliation agreements
- Leases of movable property, such as tools, equipment, vehicles, etc.
- Leases, deeds, and other conveyances affecting interests in real property
- Waivers and releases
- Nondisclosure or confidentiality agreements
- Student or faculty exchange agreements

- Software license agreements (including on-line “click-thru” agreements, and End User License Agreements)
- Agreements with terms and conditions (including **on-line** acceptance of terms and conditions)
- Student internships
- Volunteer agreements
- RFP bid acceptance
- International agreements or the contract says it is governed by the laws of another country
- Obligate the University to defend, indemnify or hold harmless the other party(ies) or add them as additional insured’s to University insurance policies
- Limit the amount or types of liability of the other contracting party, its subcontractors, agents, or successors
- Disclaim or limit warranties
- Require University operation, and/or resources including facilities and employees
- Require dispute resolution
- Results in creation of a subsidiary, joint venture or partnership, or any form of controlled entity
- Inhibit or prevent publication of research by faculty
- Involve export control laws
- Grant the University or its faculty equity interests in a venture
- State a time within which the University must make a claim (e.g. under a warranty) or bring a lawsuit.

If unsure, contact Contract Administration at 360.650.6340.