The Office of Partnerships and Innovation, Research Contracts Unit is responsible for the central review, drafting, negotiation, and authorization for signature of research-related agreements with sponsors, collaborators and partners for Queen's University. The review process ensures that terms of proposed research agreements are in accordance with university policies such as publication rights, intellectual property ownership, conflict of interest, and indirect costs.

The Research Contracts Unit offers the following services to Queen’s researchers, Departments, and Faculties:

- Assessment of risks of proposed research contracts in order to protect the legal and financial rights and obligations of the university
- Drafting, negotiation, and oversight of research contracts through to execution and establishment of research project accounts
- Guidance on project inputs and outputs including budgets, scope of work, deliverables, and milestones
- Legal interpretation of research contracts and related documents
- Project and relationship management support during the life of the research contract (follow-on documents, contract amendments, contract interpretations, resource allocations and consumption, problem solving, dispute resolution)
- Review and interpretation of proposed terms that are included in calls for research proposals or proposal applications
- Development and interpretation of policies and procedures related to research contracts

A contract is a legally binding agreement.

All contracts must be reviewed by the Research Contracts Unit and signed on behalf of Queen’s University by the Vice-Principal (Research) delegate, typically the Director of Research & Innovation Partnerships. Contracts may contain any of the following:

- Stated work plan / deliverables / budget
- Clauses outlining rights and obligations of the university/researcher, including such matters as: funding, publication, confidentiality, insurance, intellectual property/ commercialization, indemnification
- Clauses outlining rights and obligations of a third party, including such matters as: funding, publication, confidentiality, insurance, intellectual property/commercialization, indemnification

The 5 Step Contract Process will help to ensure that your contract:

- Is negotiated accurately and efficiently
- Contains appropriate intellectual property and publication rights, according to Queen’s policies
- Has all regulatory documentation in place prior to signing
- Includes all appropriate parties

Types of research contracts reviewed by the Research Contracts Unit include, but are not limited to:

- Non Disclosure Agreement
- Material Transfer Agreement
- Clinical Trial Agreement
- Research Agreement
- Collaboration Agreement
- Contribution Agreement
- Memorandum of Understanding
- Participating Centre Agreement
- Site Agreement
- Data Transfer/Access Agreement
- Network Agreement

The Office of Partnerships and Innovation, Research Contracts Unit provides services for:

- TRAQ Application — All contracts must be submitted through TRAQ Awards [https://www.queensu.ca/traq/signon.html](https://www.queensu.ca/traq/signon.html)
- Contract Review — The PI is responsible for developing/approving a detailed scope of work, deliverables/milestones, budget and payment schedule. Research Contracts Unit staff will lead negotiations with the external party. Items that may require negotiation include: liabilities, publication, intellectual property rights.
- Verification of Certifications — Researchers are to provide essential certification documentation: REB, Biohazard, Animal Care
- Signature Process — Contracts are signed on behalf of Queen’s University, the PI (as applicable) any affiliated hospital/research institute, and the Agency/Sponsor. The following ancillary documents may also be required to be signed by the research team: Project Leader / Participant Agreement, MTA Questionnaire, Waiver of Moral Rights, Intellectual Property Assignment.
- Research Project Account — Once the contract has been executed and all applicable certifications are in place, the TRAQ application is approved and forwarded to Research Accounting to open project specific research projects. Research Accounting notifies the PI of the project # and any next steps.
Contact the Research Contracts Unit

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For the most up to date list, please check the Research Contracts Unit website  
https://www.queensu.ca/partnershipsandinnovation/contact-us/contact-research-contracts