NFA (NON-FINANCIAL AGREEMENT ROUTING & APPROVAL) FORM - INSTRUCTIONS

This form is designed to be completed electronically. The NFA form can be printed, however, not all field content or entered data will print due to character limits. **Digital signatures are encouraged**. OSP also accepts inserted images, click and drawn and scanned PDF’s as well as email acknowledgement with the completed Form 10 attached. Follow the prompts in the signature box to create a digital signature.

MTA, RADS, DUA
Select the box that represents the type of agreement and complete the information requested in the corresponding section below. Agreement types are defined as follows:

- **Material Transfer Agreement (MTA)** – an agreement that governs the transfer of tangible research materials from an external organization to Cornell, when Cornell intends to use it for its own research purposes. The MTA defines the rights of the provider and the recipient with respect to the materials and any derivatives. Biological materials, such as reagents, cell lines, plasmids, and vectors, are the most frequently transferred materials, but MTAs may also be used for other types of materials, such as chemical compounds and even some types of software. This category also includes orders processed through ADDGENE, the non-profit plasmid repository.

- **Data Use Agreement (DUA – also known as RADS)** – an agreement that governs the use of restricted data received from an external party with formal confidentiality protections as specified by the provider in the DUA.
  - Where will the data be secured? Provide the Cornell location where the data will reside and be logically secured.
  - Location of data access – Provide the location from which the users of the data will be accessing the data (e.g., Cornell office computer station (office/room number), mobile device).

- **Non-Disclosure Agreement (NDA)** – an agreement to restrict disclosure of specific confidential information.

- **Other** – All other agreements that are not represented above (e.g., Collaboration Agreement, Teaming Agreement, Master Agreement)

Principal Investigator (PI)
- If the PI is not a full time member of the faculty, s/he will need to request approval to serve as a PI on the project, if not already approved. Submit a Form 5 at least five (5) working days prior to the sponsor deadline. See Cornell’s PI Eligibility Policy.

Human Participants, Animal Use, r/SNA, GMOS, Biological Agents and Toxins:
- Approval is generally not required at the time of proposal submission (check sponsor guidelines) but approval is always required before OSP can accept an award and release funds. Therefore, it is in your best interest to initiate the protocol review process as soon as possible.

Radiation
- Contact the Radiation Safety Office to obtain the appropriate permits for your research.

Hazardous Materials
- Contact EH&S at 255-8200 for additional information and guidance

APPROVALS
OSP accepts digital signatures, images of signatures, click and draw signatures, scanned PDF’s and email acknowledgements in lieu of original signatures. In the case of an email acknowledgement, attach the completed Form 10 to the email and indicate “I approve” in the body of the email.

Unit administrators should collect and collate all approvals into one document and forward to OSP.

The following approvals are required:
- PI and all Co-PIs
- Department Chair or Center Director of PIs and Co-PI’s home department(s)