

Agreement Submitter Instructions

Step-by-step instructions for submitting an agreement AURA Agreements.

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Starting the Agreement Submission Form

Step 1

Step 1: Create Agreement

- Find the blue “Create Agreement” button on the left of the screen, and click to start the agreement.



The screenshot shows the 'Creating New: Agreement' form. The header includes the University of Chicago logo and the text 'THE UNIVERSITY OF CHICAGO | AURA Agreements'. The user is identified as 'Hello, Lillian Hong'. The breadcrumb trail shows 'You Are Here: >_ClickAgreement'. The form title is 'Creating New: Agreement' with a 'Go to forms menu' link and a 'Help' icon. The form is titled 'Agreement Upload' and contains five required fields, each marked with a red asterisk: 1. Principal investigator (text input), 2. Agreement creator (dropdown menu showing 'Lillian Hong'), 3. Upload agreement draft (checkbox and 'Upload' button), 4. Title or internal reference number (text input), and 5. Agreement type (dropdown menu). At the bottom of the form are three buttons: 'Exit', 'Save', and 'Continue'.

- Once you’ve clicked the “Create” button, you will be taken to the first page of the submission SmartForm.



Fields marked with a red asterisk are **required** fields and must be completed to move to the next screen of the SmartForm.

Agreement Upload

Steps 2-9

Step 2 Continued: Inputting the PI

- In addition to the three filters, there are also two methods to search for PI's using this advanced view.
- You can search by simply typing a phrase, and the results will show names that start with that phrase.

Filter by Last Name [▼] Advanced

1-1 of 1

▲ Last Name	First Name	Organization
<input type="radio"/> Aardsma	Jason	Hospital Staff

1-1 of 1

Filter by Last Name [▼] Advanced

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▲ Last Name	First Name	Organization
<input type="radio"/> Aardsma	Jason	Hospital Staff
<input type="radio"/> Abdul-Khaaliq	Hassan	Hospital Staff
<input type="radio"/> Abou Char	Widad	Medicine-Hospital Medicine

- Or you can search for your term using percentage signs (ex: %Phrase%) and it will show all results that contain "Phrase."
- As you can see with the screenshot examples searching "aa" vs. "%aa%", the % search will show more results.

Step 3: Agreement Creator

- The Agreement Creator will default to the name of the person currently logged in to AURA agreements.

Creating New Agreement

Agreement Upload

1. * Principal investigator:

Jason Aardsma ...

2. * Agreement creator:

Lillian Hong ...

2. * Agreement creator:

a ...

3.

Last Name	First Name	Organization
Aardsma	Jason	Hospital Staff
Abad	Eleanor	Hospital Staff
Abadie	Valerie	Medicine-Gastroenterolog

- If you want to **change the name** for the Agreement Creator, you can click the “x” button and select a new name from the pick list with the process in [Step 2](#).

You Are Here: >_Click

Creating New Agreement

Agreement Upload

1. * Principal investigator:
Jason Aardsma

2. * Agreement creator:
[None] [Upload]

3. * Upload agreement

Select Person

Filter by: Last Name First Name Organization

Go Clear Advanced

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	Last Name	First Name	Organization
<input type="radio"/>	Kang	Kelly	Medicine-Hospital Medicine
<input type="radio"/>	Salomon	Charles	Bus-Ctr For Decision Resea
<input type="radio"/>	Zhu	Katherine	Obstetrics & Gynecology
<input type="radio"/>	1DuplicateDawdy	1DuplicateShannon	SSD-Administration
<input type="radio"/>	1LambertOLD	1BriannaOLD	Medicine-Nephrology

Helpful Hint

The Creator receives certain system emails (see System Email Guide [EB4](#))

Step 4: Upload Agreement Draft

- Upload the draft agreement from the other Party either by dragging the file to the upload button or by clicking upload and selecting the draft from your files.¹

3. * Upload agreement draft: (or check the box b

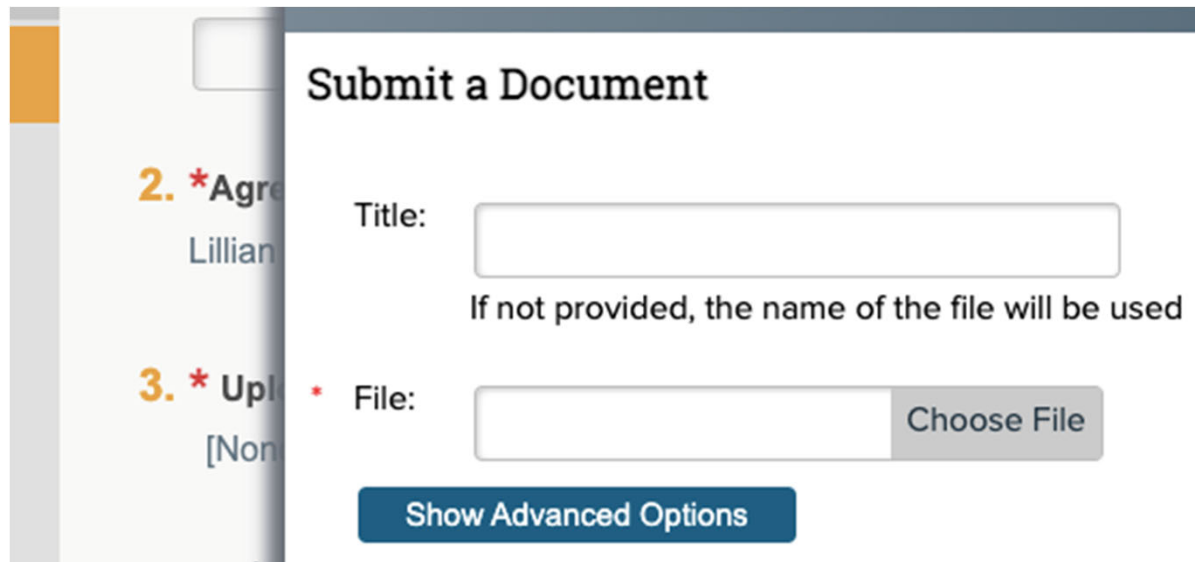


[None] Upload

DOCX

Institution to generate first draft?

agreement.docx



Submit a Document

Title:

If not provided, the name of the file will be used

* File: Choose File

Show Advanced Options

2. *Agre
Lillian

3. * Up
[Non

- You can also rename the document with the text box after “Title:”

¹ **Note:** In most cases, you should not check the box for “Institution to generate first draft?” Typically, the other party (not UChicago) provides the initial draft of the agreement. This checkbox should only be used if we are the initiating party (outgoing data or materials – see DUA and MTA job aids) or if the other party has specifically requested that UChicago provide the initial draft.

Step 5: Title or Internal Reference Number:

- This text box is for naming the project. The guidance found by clicking the “?” button is useful for what information should be included in the Title. The Title should be somewhat specific to the project or agreement so that it is easier to find.

4. * Title or internal reference number: ?

5. * Agreement type: ?

Title or internal reference number: ?

Agreement type: ?

Description:

Help



Please provide the name of the project in this field. A descriptive name is helpful as this will be the title of the record, and will be searchable along with the PI, Department, and Contracting Party.

NOTE: If you are routing a Master Agreement, please include the agreement type in the title (e.g. "Pfizer Master Clinical Trial Agreement"). This will allow for distinguishing between multiple types of master agreement.

Step 6: Agreement Type

- Select the Agreement Type from the drop-down list.

5. * Agreement type: ?

6.

- ✓ Data Use Agreement - Incoming
- Data Use Agreement - Outgoing
- Material Transfer Agreement
- Non-Disclosure Agreement
- Clinical Trial Agreement
- Funded Research Agreement
- Facility Use Agreement
- Visiting Scientist Agreement
- Master Agreement
- Other Non-Funded Agreement
- Outgoing Subaward

Step 7: Description

- Provide a brief description of the project and/or the intent of the agreement.

6. Description:



Best Practices: While certain fields, such as Description and Comments are optional, it is best to provide as much information as possible when the agreement is submitted. This helps avoid the need for follow up questions and speeds up the review and negotiation process.

Step 8: Supporting Documents

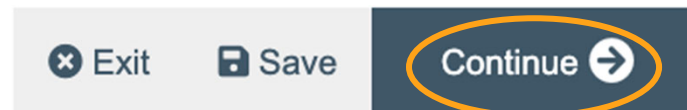
- If there are any supporting documents that might be relevant in the URA's review or provide further insight into the project, you can include that here by using either the drag-drop method or the "add" button as described in [Step 4](#).

Step 9: Submitting Department

- Include the department that the applies to the Project and PI.
- You can pick the Submitting Department either by starting to type in the text box or clicking the 3 dots next to the text box (same process as picking the PI in [Step 2](#)).

Step 10: Exit, Save, or Continue

- Once you've filled out all the required fields (marked with a red asterisk) and included any relevant supporting documents you can either **Save** then **Exit** or **Continue**² which will also automatically save your information and move on to the next section: "General Information."



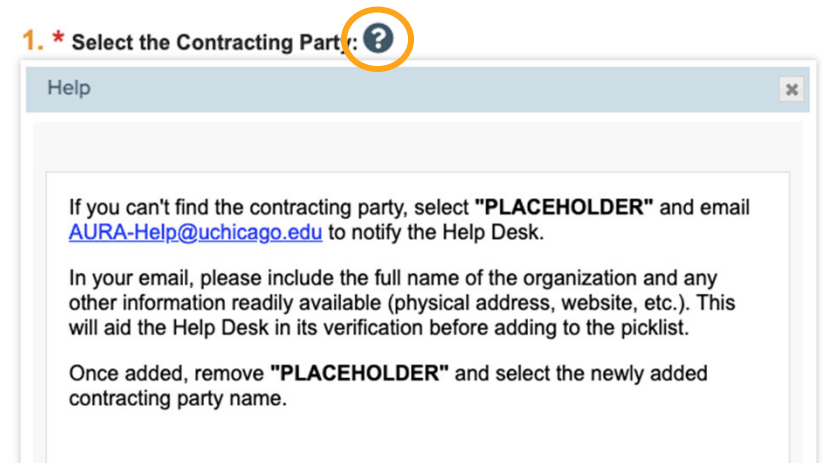
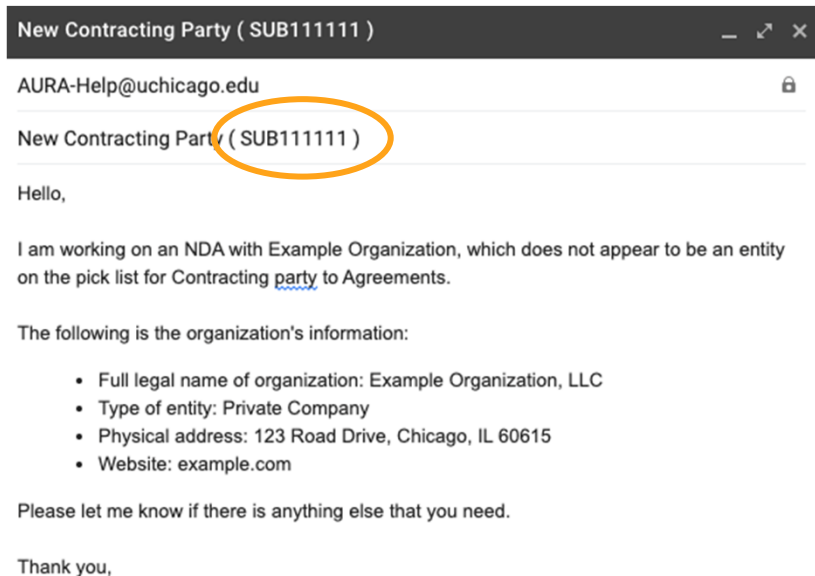
² If any of the required fields have not been completed, you will receive an error message and will not be able to continue until those fields are completed.

General Information

Steps 11-14

Step 11: Select the Contracting Party

- Similar to [Step 2](#), you will be selecting the Contracting Party using a pick list. You can either start by typing the organization name or clicking the 3 dots next to the text box to search using other filters.
- If your organization is not included in the list, **click the “?” button** and follow the directions in the pop-up. You will just select “PLACEHOLDER,” and email AURA-Help@uchicago.edu to request to add your organization to the pick list.



- In the email (and all emails relating to the agreement), make sure to cc auraemailservice@uchicago.edu and include the Agreement number in the subject line. However, the Agreement number must be free standing so leave spaces between the number and the parentheses.

Step 12: Contracting Party Contact

- Include the name, email, and/or phone number of the Contracting Party contact by typing it in the respective text boxes for 2. and 3. While the contact name and contact phone are optional, the email is required.

2. Contracting party contact name:

3. * Contracting party contact e-mail:

4. Contracting party contact phone:

Step 13: Agreement Collaborators

- If there are any other staff that you want to give read/edit permissions you can include them here using the pick list by either typing in the name and selecting from the drop down or by clicking the 3 dots, as described in [Step 2](#).

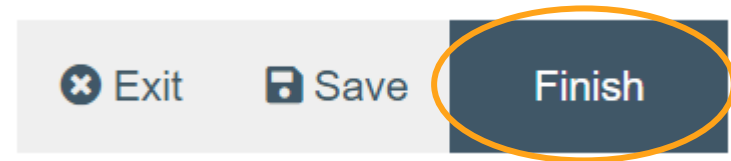
Step 14: Exit, Save, or Continue

- Once you have filled out all the required fields (marked with a red asterisk) and included out the non-required fields that you wanted, you can either **Save** and **Exit** or **Continue** as described in [Step 11](#).

Agreement Type- Specific Information

Finish the Rest of the Form

- Up to this point, this guide has covered the first two pages of the SmartForm, which are the same for all agreement types. The remaining pages of the SmartForm are created based on the agreement type selected in Step 6. For additional details on completing the SmartForm for a specific agreement type, please refer to the appropriate job aid listed below.
- Regardless of the agreement type, once you have reached the end of the SmartForm, click “Finish” to close the SmartForm and return to the main screen.



Specific Agreement Aids

- Data Use Agreement – Incoming (DUAI)
- Data Use Agreement – Outgoing (DUAO)
- Material Transfer Agreement (MTA)
- Non-Disclosure Agreement (NDA)
- Visiting Scientist Agreement (VSA)

Submitting

Step 15

Step 15: Submit

- At this point, you have finished inputting all the information into the SmartForm **but have not yet submitted for URA review**. Please take a moment to review the submission and ensure that all the information is accurate, and all the applicable documents have been provided.
- Use the “Printer Version” button to see a single-screen version of the completed SmartForm for easy review.
- Use the “Edit Agreement” button to reopen the SmartForm and make any changes needed.
- Then, once you are satisfied that the information is complete, click the “Submit” workflow action to send the record to URA for review.

The screenshot displays the 'Pre-Submission' interface for NDA00000007, titled 'NDA 8-9-2021'. The interface is divided into several sections:

- Metadata:** Created by: Joshua Aaker, Agreement Manager: Joshua Aaker, Owner: (blank), Created: 8/9/2021 1:41 PM, Received: (blank), Modified: 8/9/2021 1:41 PM, Effective: (blank), Expires: (blank).
- Agreement Status:** Agreement: (blank), Final agreement: (blank), Supporting documents: There are no items to display.
- Next Steps:** A vertical list of buttons: 'Edit Agreement', 'Printer Version', 'View All Correspondence', 'Submit', and 'Manage Ancillary Reviews'. The 'Edit Agreement' and 'Submit' buttons are circled in orange.
- Workflow Diagram:** A flowchart showing the current state 'Pre-Submission' leading to 'Unassigned', which can lead to 'Clarification Requested' and back to 'Unassigned'.
- Communication/History/Contacts:** A section with tabs for 'Communication', 'History', and 'Contacts'. Below the tabs is a 'Correspondence To Do' section with a 'Filter by' dropdown set to 'Due Date' and an 'Enter text to' search field.

Step 15 Continued: Submit

- Once you press “submit” a pop-up will show up where you can attest that you are ready to submit.

Execute "Submit" on NDA00000007

auragrnt9-tst.uchicago.edu/agmtHuronSandbox/sd/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity[OID[56D8BA8A86DDC84...

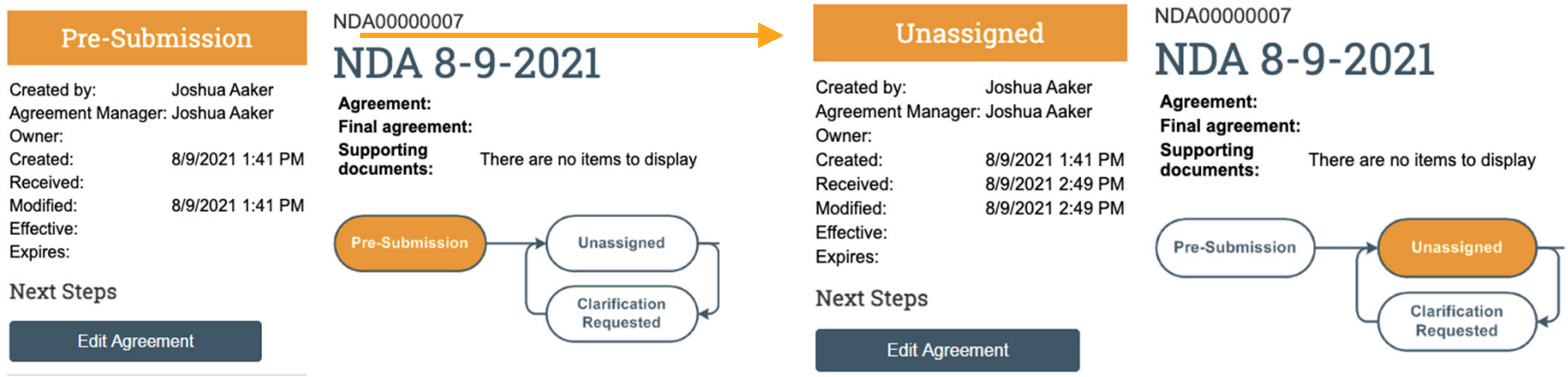
Submit

By clicking OK below you are attesting that:

- All information provided is accurate and filled out to the best of your ability.
- Everything related to this agreement has been included.

OK Cancel

- After you attest, the agreement will move from the “Pre-Submission” stage to the “Unassigned” stage.



Additional Information: Pre-Submission Email Reminder

- Regardless of whether the SmartForm has been completed, if a new Agreements record has not been submitted within one week of creation, the Creator will receive an automatic email notification from the AURA system like the one shown below. Refer to Step 15 to complete the submission.



Notification of Agreement not submitted

To: [Eric Bullok](#)
Link: [SUB000053](#)
Principal Investigator: [Sarah Farris](#)
Title: CUPID / CR-00410 / IRB19-1757 / Loyola
Description: This agreement has yet to be submitted. If this agreement is ready to submit please select the Submit activity. Click the link above to see the details.

The Agreements reference # shown in the email is a link that when clicked will open this record in Agreements (you may be prompted to log in to the AURA system if you are not already).



Consider setting up email rules to ensure that important messages from AURA-Grants-AutoNotifications@uchicago.edu are not overlooked. See System Emails job aid for more information.