

RESEARCH PARTICIPATION AGREEMENT
INDIVIDUAL PROJECT ROUTING SHEET, # _____

I. Principal Investigator/Responsible Faculty Member: _____
 Department: _____
 Facility / Center / Resource: _____
 Outside Entity: _____
 Project Title: _____

a) How will Stanford faculty, staff, and students be involved in this effort? _____

b) This project:
 _____ is covered under a blanket approval from the Department Chair and School Dean, dated _____.
 _____ is NOT covered under a blanket approval from the Department Chair and School Dean.

As required by the Policy on Research Participation Agreements ("RPA Policy"), approved by the Faculty Senate on January 25, 1996, all of the following criteria apply:

1. the facility named above is unique and is not easily available locally;
2. all projects relate to Stanford's academic mission of education and research;
3. no projects involve production or manufacturing for sale;
4. use of the facility will not interfere with work for Stanford users or the education of Stanford students
5. all activities comply with the terms of Stanford's Secrecy in Research Policy;
6. the sum of the activities constitute only an incidental amount of the total activity within the facility in any given year; and
7. external sources which funded the building, instrumentation or capital equipment involved have not imposed restrictions against the proposed use.

c) This project involves:

Human subjects	yes/no	If yes, protocol filed: _____
Laboratory animals	yes/no	If yes, protocol filed: _____
Radiological hazards	yes/no	If yes, protocol filed: _____
Recombinant DNA	yes/no	If yes, protocol filed: _____
Infectious agents	yes/no	If yes, protocol filed: _____

Comments:

d) I certify that the criteria 1-6 set forth above are met and I agree to be responsible for the activities performed under this agreement per the terms of the RPA Policy. Further, any disclosures related to conflict of interest have been submitted to the cognizant Dean.

PI signature: _____ Date: _____

e) I have reviewed and approve this project. Charges will be made in accordance with the Research Participation Implementation Guidelines ("Accounting Treatment").

Dept. Administrator signature: _____ Date: _____

II. Risk Management Approval

_____ No special provisions regarding issues of risk, liability, and insurance are necessary.
 _____ I recommend inclusion of specific provisions (as attached) in the Research Participation Agreements.

Director, Risk Management: _____ Date: _____

Does this project fall under an existing blanket Research Participation Agreement arrangement? If so, STOP HERE. If it is a request for an new individual arrangement, SEE REVERSE.

NOTE: Signatures are not needed in Sections III, IV and V if the arrangement comes under an existing blanket approval.

III. Department Chair and Dean's Approvals

a) I have reviewed and approve this project per the terms of the Research Participation Policy. It does not come under an existing blanket approval, contingent upon successful resolution of any issues identified by Risk Management, Government Cost and Rate Studies, and the University Accounting Officer.

Dept. Chair signature: _____ Date: _____

b) I have reviewed and approve this project per the terms of the Research Participation Policy, which does not come under an existing blanket approval. Any issues related to conflict of interest have been disclosed and resolved.

School Dean signature: _____ Date: _____

IV. Research Administration Approval

a) Research Administration Policy and Compliance

I have examined the Research Participation Agreement and its accounting arrangements and concur that it is in compliance with the University's policies and procedures relating to indirect cost and overhead issues, including service center policy and procedures and space inventory instructions, subject to the following conditions. If none, I will indicate here:

Director, RAPC: _____ Date: _____

b) Property Management Office

I have examined the Research Participation Agreement and its accounting arrangements and concur that it is in compliance with the University's policies and procedures relating to externally-funded equipment. If none, I will indicate here:

Director, PMO: _____ Date: _____

V. University Accounting Officer's Approval

I have examined the Research Participation Agreement and its accounting arrangements and concur that it is in compliance with the tax and/or accounting provisions in the RPA Policy, including any restrictions imposed by external sources which funded the facility, subject to the following conditions. If none, I will indicate here:

University Accounting Officer: _____ Date: _____

VI. Office of Sponsored Research Approval

I have examined the Research Participation Agreement and its accounting arrangements and have found restrictions on its implementation by existing sponsored agreements. The agreement will be implemented under the following conditions. If none, I will indicate here:

Contract Officer: _____ Date: _____

(ORA, 11/28/01)