

Research and Sponsored Projects Manual (RSP)

RSP 401: Agreement Negotiation and Acceptance

Effective: 3/1/1983

Revised: 11/1/2024

Purpose

To protect the interests of the university by ensuring that award terms and conditions are acceptable under the statutes of the State of Arizona and the policies of ASU and the Arizona Board of Regents (ABOR)

Sources

Arizona Revised Statutes

Arizona Board of Regents Policy Manual - 3-103; Signing of Documents on Behalf of the Board,

Arizona Board of Regents Policy Manual – 3-207: Acceptance of Grants

Office for Research and Sponsored Projects Administration (ORSPA)

Policy

Responsibility and compliance

ASU is authorized to accept grants without ABOR approval (ABOR policy 3-207). The Office for Research and Sponsored Projects Administration (ORSPA) is responsible for conducting all negotiations between potential sponsors and the university regarding prospective sponsored projects.

All external agreements that obligate ASU to specific terms and conditions or financial commitments for sponsored projects require the formal approval of a university official authorized to contractually bind the university. For this reason, all agreements related to research and sponsored projects, including, but not limited to, grants, cooperative agreements, contracts, purchase orders, Interagency Service Agreements, Intergovernmental Agreements, letter agreements, and Uniform Commercial Code (UCC) financing documents must be submitted to the ORSPA for review, approval, and signature.

In cases where a sponsor may not require ASU signature, ORSPA review and approval is still required.

In accordance with ABOR policy 3-103, the location of the list of university officials authorized to bind the university can be found in the *Purchasing and Business Services Manual (PUR)*, under [PUR 107](#), “Contract Authority.”

Coordination with intellectual property office

Research agreements with sponsors who have licenses for pre-existing ASU intellectual property or options for prospective ASU intellectual property require coordination with Skysong Innovations LLC.

Procedure(s)

Instructions are located at researchadmin.asu.edu > [WI-SN-70 \(Negotiations\)](#) and [WI-SN-75 \(Execute and distribute\)](#).

Additional Information

For definitions of underlined terms, see the [ORSPA Acronyms and glossary](#) webpage.

Cross-Reference

1. [PUR 107](#) “Contract Authority”