

# ENFA CHECKLIST - SOM

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## PREPARATION

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- Review the eNFA guidelines on OSP's website: <https://info.researchuva.virginia.edu/enfa-guidelines>
- Be sure to choose the correct and *specific* Purpose Code for the transaction requested
  - Information required in each tab will be tailored to the Purpose Code(s) chosen
  - **TIP:** “Collaborate with another (or multiple) entities on a research project” is a specific transaction type relating to a Collaboration Agreement with an outside entity. Many eNFA transactions represent an implied collaboration with another entity, but if the agreement in question is for a specific action, e.g. sharing data or materials, then the “Collaborate with another entity on a research project” Purpose Code is not necessary.
- IMPORTANT:** There is no automatic routing within ResearchUVA for the eNFA form. You **MUST** email the link and/or form number to [somogc@hscmail.mcc.virginia.edu](mailto:somogc@hscmail.mcc.virginia.edu) for it to be received by SOMOGC

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## GENERAL TAB

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- Include a specific and identifiable project title
  - YES: “CDA for Merck [Study Drug] – Dr. X – February 2021”
  - NO: “MTA for mice”
- Include a detailed Project Description and/or Statement of Work file. This is important for the contract negotiator to understand the type of work being conducted.
- Project Start and End Dates are optional. If the eNFA relates to a funded project with a finite period of performance, please enter those dates here.
- Enter the Legal Entity Name of the other party. This should be the entity listed as the Party to the agreement in the opening paragraph and the Signatory at the end of the agreement.
  - Please search for the name several ways (i.e. full words and/or acronyms) to ensure that the party is not already in our system
  - We rarely enter into agreements with individuals, so any individual outside party should have a business entity (LLC, sole proprietorship) with which we can establish a contract
- Always include a draft agreement from the outside entity if one is available
  - Check with the external party to see if they have a template agreement that they would like to use. Depending on the nature of the agreement, we may need to use UVA's template, but having the other party's template could speed up the negotiation process.
- Always include the name and contact information for the administrative point of contact at the external party. This should be a contract negotiator/research administrator and not the PI or technical personnel in most cases.
- It is helpful to include the other party's PI name and/or contact info in the “Additional Information” field. This allows the contract negotiator to identify the PI in communications with the outside entity and to include their name in the draft agreement as necessary.

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## PERSONNEL TAB

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- Be sure to include all involved personnel and involvement of any students. This information informs the types of terms/protections that will be included in the final agreement.
- Please verify the “Responsible Org” assignment. The system defaults to the org of the person preparing the form, which may not always be the PI’s org or the preferred owning org for the action.

\*\* For all additional tabs, please provide as much detailed information as possible to ensure that the contract negotiator can create/negotiate the correct terms for the agreement. Please keep in mind that not all tabs will be required for all NFA types. \*\*

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## GENERAL TIPS

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- If the data/materials/information you are sending did not originate at UVA, written permission from the owning entity is required before the outgoing transfer can be completed. Please provide written permission approving the transfer or provide the contact information for obtaining permission.
- Appropriately identify inclusion of human or animal subjects and include relevant approvals/documents
  - Remember that an IRB Exemption is not the same as a determination of not-engaged in Human Subjects Research
- Where necessary, include a funding source supporting the work/project, even if there are no project expenses besides the PI’s time. This ensures that any necessary flow-down terms are included in the final agreement.
- Not all eNFA transactions require Department Chair approval. Check the Forms Approval Matrix on the SOMOGC website to ensure that you have gathered the necessary approvals:  
<https://med.virginia.edu/grants-and-contracts/forms/#general>