RS05 – Contracts, Agreements, and Licenses (Research)

These records relate to the development of contracts, agreements and licenses relating to the research enterprise of the University.

Content & Scope
Research contracts, agreements, and licenses include industrial and non-industrial research agreements, licenses and agreements with respect to technology transfer, and related agreements such as institutional agreements with granting agencies, material transfer agreements, confidentiality/non-disclosure agreements, research agreements between the University and its researchers, and intellectual property agreements.

This records class excludes research grants and awards where the terms and conditions are not negotiated or have been pre-negotiated under an institutional agreement, as outlined in RS10, RS15.

The records include executed contracts and agreements, including addenda and amending agreements, and supporting documents such as project descriptions, working papers, and significant drafts and correspondence.

Media
The record copy of executed contracts and agreements is paper.

Related Records
For records relating to research grants and awards, see RS10: External Research Grants and Awards and RS15: Internally Adjudicated Research Grants

Responsible Unit
Office of Research

Information Steward
Vice-President, University Research

Privacy Classification
Restricted

Retention
Executed agreements including addenda and amending agreements: Permanent

Supporting documents: 7 years past the expiration of the contract/agreement

Disposition
Secure Destruction
Authority
University of Waterloo Procedure 1A

Retention Rationale
Executed contracts and agreements relating to research have long-term value to the University.

Approval Date(s)
January 14, 2011