

Instructions for Creating and Submitting Research Recharge Core Facility (“Core”)
Agreements
to the Industry Contracting Team within OSR (formerly OIC)

*This process is the same for all recharge core agreements for external users,
academic or industry!*

A contract should be in place before beginning any work for an external client. A template agreement can be created for each Core by the Industry Contracting team within the Office of Sponsored Research (OSR).

For Cores who have NOT worked with the Industry Contracting Team within OSR and do not yet have a fillable template Core Template Agreement:

To request creation of a template agreement for a Core, the Core should provide the following information in an email to be sent to OIC@unc.edu:

- a. Formal name and address of the Core
- b. Address to where payments should be sent if different from above
- c. Whether the Core requires a PO or accepts credit cards for payment
- d. A description of what type of services the Core provides
- e. A copy of a rate sheet, a link to a website, or notification that individual quotes will be used
- f. Core’s department number
- g. Core’s contact person, phone number and email

Once the above information is provided, a template core agreement will be created and provided to the Core for review and finalization. Once finalized, the Core should use this template agreement going forward for any external customer.

Agreements are core specific: the template agreement created for your core should not be used by another core.

Any core can request a template agreement, even if you do not yet have a specific client in-hand.

For Cores who already have a pre-approved Core Agreement template and need to submit a new agreement for review/signature by OSR:

Fill in the Core template agreement PDF document as required, (attach quote or rate sheet if applicable) and provide to external customer with request to sign.

- a. If signed document is received, attach the signed document and send to OSR’s Industry Contracting group email box (OIC@unc.edu). A fully executed document will be returned to the Core and to the customer. Once the document has been signed by the customer, work can begin without waiting for UNC signature.

- b. If the customer requests changes to the document provided to them, email the requested changes to OIC@unc.edu. OSR will contact the customer and negotiate the agreement, keeping the Core advised. Work cannot begin until the document is completed and signed by the customer.

If you anticipate ongoing work with a specific external user, you can request the agreement cover a span of time (a year is fine), and/or up to a set dollar amount.

For complex projects where client requires use of their agreement:

If a project is complex and needs to cover additional potential issues, or the client requires use of their agreement, OSR will work with you to complete an agreement.

Complete the Review Request Form on the OIC website, New Agreement page, (scroll down to “Core/Recharge Service Center Agreement”) attach a copy of the Core’s quote for the project, or approved rate sheet (or link to said rate sheet) and a copy of the agreement provided by the client and email the package to OIC@unc.edu.