

Rutgers Cancer Institute Shared Resource External Service Agreement Policy and Guide

A. Policy Overview and Purpose

This policy governs the use of Rutgers Cancer Institute Shared Resource (SR) services by external entities, including Principal Investigators (PIs) from other academic and non-profit institutions, as well as for-profit industry entities requesting services provided by our Shared Resources.

The only faculty external to Rutgers University exempt from the process described in this policy are **Princeton University consortium members** of the Rutgers Cancer Institute. Consortium members only need to request services through iLab and to furnish the SR with a purchase order before the services commence. Princeton University faculty members interested in applying for membership can contact Gina Londino-Greenberg, Senior Director for Research Administration, at grl41@cinj.rutgers.edu.

This policy does not apply to requests requiring human subjects' research and doesn't govern services ordered by Rutgers PIs or co-investigators as part of a subaward or PI-PI collaboration with an external entity.

Prior to providing a quote to external entities, the SR directors are required to determine the correct service rate depending on the tax status of the external entity. Not-for-profit entities will be quoted the external academic rate, while services requested by for-profit partners will be quoted the industry rate.

If you have any questions or require assistance at any stage of the service agreement process, please contact Janet Bandy, Senior Project Management Analyst at jaquezja@cinj.rutgers.edu and Ioannis Stasinopoulos, Assistant Director for Shared Resources at is436@cinj.rutgers.edu

B. Step-by-Step Process

Step 1: The prospective user registers on iLab and enters a service requisition

Step 2: Completing the Required Documentation

To initiate the service agreement process, **the SR will complete the following:**

1. [SR External User Form](#). This form provides essential information about the external organization and the requested services. See the information collected in Addendum 1 below. **SR Management will not accept forms completed by external entities.**
2. Statement of Work (SOW): Details the scope of services to be provided. A template is available on the External User Form website.
3. Fee Schedule: Outlines the costs associated with the requested services. A template is also available on the External User Form website.

Templates for the SOW and Fee Schedule are included in the External User Form website. The SR should always download the templates directly from the Qualtrics link to ensure use of the latest version.

Step 3: Drafting the Service Agreement

Once all documentation (External User Form, SOW, and Fee Schedule) is submitted, SR Management drafts the Service Agreement describing key terms, deliverables, and financial arrangements.

It is critical that the external party submits the correct names and email addresses of their institutionally authorized signatories, as well as the Principal Investigator requesting the service.

Step 4: Internal Review and Approval

The drafted service agreement will undergo an internal administrative/financial review and approval at the Rutgers Cancer Institute.

Step 5: External Entity Review and Approval

After all internal approvals are secured, the finalized draft agreement is forwarded to the external user for review. If the external party requests changes to the legal terms presented in the standard template agreement, SR Management and the SR Director will submit documentation to the Rutgers Contracting Office via the Research Administration and Proposal Submission System (RAPSS), allowing the external entity and Rutgers to begin contract negotiations. Following the agreement of terms by the external entity, the contract is signed by the Rutgers Cancer Institute, Rutgers University, and the external entity's representative using Rutgers DocuSign.

Step 6: Execution and Finalization

Once all parties have signed the agreement via Rutgers DocuSign, it is considered fully executed. DocuSign automatically emails the fully executed agreement to all individuals who were identified to be included for signature and/or copies when the DocuSign was created and sent. A confirmation email will be sent to the SR containing confirmation of full execution, and a reminder to ensure that the service request is entered in iLab, a quote is generated, and a valid external user Purchase Order (PO) is obtained

Note: Services cannot begin until the agreement is fully executed and all iLab components are completed.

C. Online Resources available to our Shared Resources following SSO

1. Sample Service Agreement
2. Email Template to External Party: Outlines the next steps for reviewing and signing the agreement.
3. Email Confirmation Template to SR (Post-Execution): Details the iLab and PO requirements.

D. Key Contacts

If you have any questions or require assistance at any stage of the service agreement process, please contact Janet Bandy, Senior Project Management Analyst at jaquezja@cinj.rutgers.edu, and Ioannis Stasinopoulos, Assistant Director for Shared Resources at is436@cinj.rutgers.edu

E. Addendum

To complete the Qualtrics SR External User Form, the SR must obtain and complete the information outlined below. Several options are prepopulated on the Qualtrics form for your convenience.

- SR Name
- SR Director's Name
- SR Director's Contact Information
- SR Contact (if different than Director)
- SR Contact's Information (if different than Director)
- External User Contact Information

- Requestor of Services and Primary Contact's Name and Contact Information (if Different from External User)
- External User's Entity's Official Name and Address (For Agreement)
- External User's Agreement Signatory's Name, Title & Email (For Agreement)
- External user's entity's address for agreement notice or reports (For Agreement)
- If applicable, additional external user's entity's address for agreement notice or reports (For Agreement)
- Email address invoices should be sent to
- External Entity's Agreement Reviewer Name and Contact Information
- Correct User Rate
- Are services being requested by an entity with its main headquarters outside of the United States?

If YES, the agreement will need to be reviewed by Rutgers Contracts via the RAPSS process, and the SRs will need to notify Rutgers export control. The Rutgers Export Control Team will help determine if Export Control regulations apply to the activity/services and provide guidance on whether the SR can conduct the activity with safeguards, needs to obtain an Export License, or if it is unlawful and may not occur.

If services are being requested by an entity with its main headquarters outside of the United States, please provide the full address of the entity's headquarters.

- Is this project receiving international funding support?
- Does the SR have the required expertise, protocols, certifications, and instrumentation to provide these services?
- Does the SR currently have the capacity (space, instrumentation, personnel) to perform this work without hindering prioritization of CINJ member projects?
- What percentage of the resource's throughput will be allocated to this service project during the performance period? (e.g. X%)
- Upload Completed SOW
- Upload Completed Fee Schedule