

Senate Policy 154: Signing of Applications and Agreements in Support of Scholarly, Research and Creative Activity – Frequently Asked Questions

1) What types of agreements or contracts does Policy 154 apply to?

This policy applies to all applications and agreements of any nature that concern scholarly, research and creative (SRC) activity that is in any way to be undertaken under the auspices of the university, regardless of whether there are funds involved.

SRC agreements are legally binding agreements between an external sponsor and the university on behalf of a principal investigator. Consequently, all applications to, and agreements with, external sponsors must be signed by the appropriate university officer.

2) What are some common examples of SRC applications and agreements under the scope of Policy 154?

- Any and all applications or proposals to external funding organizations, agencies or any other sponsoring entity (e.g., Tri-agency or other government funding applications, proposals to foundations or other sponsors).
- All formal partnership or research collaboration agreements whether funded or unfunded (e.g., memorandums of understanding, collaboration agreements, funding agreements).
- Confidentiality and non-disclosure agreements that relate to SRC projects or proposals.
- Data sharing, usage or transfer agreements and material transfer agreements.
- SRC-related Professional Services Agreements (PSAs) with external individuals or organizations.

3) Who should I contact if I am unsure if an agreement or contract requires an institutional signature?

If you are unsure if your application or agreement falls under Policy 154, please reach out to researchservices@torontomu.ca for guidance.

4) Is there an example of how a grant application moves through the approval process under Policy 154?

Please see the [Policy 154 Quick Reference Guide](#) to understand the process of signing a typical research application.

5) What do I do if I have an agreement that needs an institutional signature?

Send an email with the agreement attached and as much background information on the agreement as possible to researchservices@torontomu.ca.

6) How long will it take for my agreement to be reviewed and signed?

This can vary depending on the nature and complexity of the agreement. Simple agreements or those utilizing standard TMU-approved templates will typically be reviewed and signed within 5 to 15 business days. More complex agreements can require a longer timeframe to proceed through review, negotiation and signing, although we do our best to provide a prompt initial review of the agreement. Researchers are advised to take these timelines into consideration in their planning.