NFA (NON-FINANCIAL AGREEMENT ROUTING & APPROVAL) FORM - INSTRUCTIONS

This form is designed to be completed electronically. The NFA Form can be printed, however, not all field content or entered data will print due to character limits.

**Digital signatures are encouraged**. OSP also accepts inserted images, click and draw and scanned PDF’s as well as email acknowledgement with the completed NFA Form attached. Follow the prompts in the signature box to create a digital signature.

MTA, RADS, DUA

Select the box that represents the type of agreement and complete the information requested in the corresponding section below. Agreement types are defined as follows:

- **Material Transfer Agreement (MTA)** – an agreement that governs the transfer of tangible research materials from an external organization to Cornell, when Cornell intends to use it for its own research purposes. The MTA defines the rights of the provider and the recipient with respect to the materials and any derivatives. Biological materials, such as reagents, cell lines, plasmids, and vectors, are the most frequently transferred materials, but MTAs may also be used for other types of materials, such as chemical compounds and even some types of software. This category also includes orders processed through ADDGENE, the non-profit plasmid repository.

- **Data Use Agreement (DUA – also known as RADS)** – an agreement that governs the use of restricted data received from an external party with formal confidentiality protections as specified by the provider in the DUA.
  - Where will the data be secured? Provide the Cornell location where the data will reside and be logically secured.
  - Location of data access – Provide the location from which the users of the data will be accessing the data (e.g., Cornell office computer station (office/room number), mobile device).

- **Non-Disclosure Agreement (NDA)** – an agreement to restrict disclosure of specific confidential information.

- **Other** – All other agreements that are not represented above (e.g., Collaboration Agreement, Teaming Agreement, Master Agreement)

**Principal Investigator (PI)**

- If the PI does not have a title listed in either the PI Title or Other PI Title dropdown boxes in the PI section of the form, click the “Add Approval Page” button. Doing so will add an approval page where the appropriate signatures can be gathered to approve the eligibility for the person to serve as the PI. (Note: If the Type of Agreement, all information in the “Provider” section of the form, and all information in the “PI” section of the form are completed before the “Add Approval Page” button is clicked, the appropriate sections of the approval page will be automatically filled when the page is added to the form.)

**Human Participants, Animal Use, r/SNA, GMOS, Biological Agents and Toxins:**

- Approval is generally not required at the time of proposal submission (check sponsor guidelines) but approval is always required before OSP can accept an award and release funds. Therefore, it is in your best interest to initiate the protocol review process as soon as possible.

**Radiation**

- Contact the Radiation Safety Office to obtain the appropriate permits for your research.

**Hazardous Materials**

- Contact EH&S at 255-8200 for additional information and guidance

**APPROVALS**

OSP accepts digital signatures, images of signatures, click and draw signatures, scanned PDF’s and email acknowledgements in lieu of original signatures. In the case of an email acknowledgement, attach the completed NFA Form to the email and indicate “I approve” in the body of the email.

Unit administrators should collect and collate all approvals into one document and forward to OSP.

The following approvals are required:

- PI and all Co-PIs
- Department Chair or Center Director of PIs and Co-PI’s home department(s)
If additional room is needed for signatures for Co-I’s or others click the “Add Signature Page” button. Doing so will add a page to the form to allow for additional signatures. The button can be pushed multiple times to add more than one signature page to the form. (Note: If the Type of Agreement, all information in the “Provider” section of the form, and all information in the “PI” section of the form are completed before the “Add Signature Page” button is clicked, the appropriate sections of the additional signature page(s) will be automatically filled when the page is added to the form.)

NOTE: Clicking on the “Reset Form” button on the top of the page will clear all entries that have been made in the form, and will remove any added approval and/or additional signature pages that have been added to the form.