

## PROCEDURE FOR RESEARCH AGREEMENTS

### Introduction

Researchers at Tilburg School of Economics and Management (TiSEM) often collaborate with external parties that might provide for example practical knowledge, funds, or data. This requires concluding agreements with these external parties, for example:

- Contract research agreements
- Collaboration agreements
- PhD sponsoring agreements
- Data sharing agreements
- Data license/purchase agreements

***Grant agreements<sup>1</sup> and Data Processor Agreements<sup>2</sup> are not part of this procedure.***

Concluding an agreement is important for several reasons. The main ones are to:

- specify what each party (TiSEM research and external party) delivers and receives;
- guarantee scientific independence and integrity;
- limit the financial and other risks for the School/Tilburg University.

Agreements need to be in accordance with the codes of conduct and other regulations that apply to academic research, for example:

- [Netherlands Code of Conduct for Research Integrity](#) (VSNU);
- [University and faculty policy relating to research data](#);
- [General Data Protection Regulation \(GDPR\)](#)

### Preparing for agreements

The School is responsible for the research. It follows from such responsibility that the School is also responsible for:

1. making agreements with the other party;
2. negotiating with the other party;
3. recording the agreements in a contract;
4. archiving the contract.

In practice, this process is handled by the researcher with support the **Research Support Team (RST)**<sup>3</sup> which, if needed, can involve [Legal Affairs](#) for advice and/or **Finance & Control Project Support** for financial management of the agreement.

### Concluding agreements

According to the Tilburg University [mandate regulation](#), agreements need to be signed by the dean or managing director of the School.

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<sup>1</sup> Grant Agreements are supported by [Grant Support](#)

<sup>2</sup> Data Processor Agreements follow a [separate procedure](#)

<sup>3</sup> At TiSEM this role has been assigned to [Pam Dupont](#)

In order to ensure agreements are in accordance with the codes of conduct and other regulations that apply to academic research as mentioned above, the following steps need to be taken:

1. The researcher contacts the Research Support Team with a proposed agreement or to request a draft agreement. Tilburg University offers [model agreements](#).
2. The RST reviews the agreement:
  - a. The RST involves Legal Affairs if needed
  - b. The RST involves Finance & Control Project Support if relevant
  - c. The RST advises on the agreement. If the agreement is approved, step 3 is skipped.
3. If applicable, the researcher proposes the suggested changes to the agreement to the third party. If the third party accepts the changes, the researcher sends the agreement to the RST and step 4 will follow. If the third party rejects the changes or proposes additional changes, the researcher sends the revised agreement to the RST for reviewing (step 2).
4. The RST offers the final agreement to the dean/managing director for signing
5. The dean/managing director returns the signed agreement
6. The RST sends the signed agreement to the researcher
7. The researcher sends the agreement to the third party for signing<sup>4</sup> and returns the signed agreement to the RST
8. The RST stores the signed agreement in a shared location



### Tips

Some important tips regarding the agreements when using a draft agreement designed by the third party:

- Data need to be stored according to the [Research Data Management Regulations](#) for at least 10 years after the research is formally completed;
- Data should be open if possible, or at least available in a TiU-approved archive (with limited access) for replicability upon publication of the research;
- Results and intellectual property need to remain property of Tilburg University;
- Tilburg University enters into a best endeavors obligation, and not an obligation to achieve results.

<sup>4</sup> If the third party has already signed the agreement, step 7 is not applicable