



*Tuesday Tips* is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## Master Agreement 101

Master Agreements may be developed for either research (MRA) or services (MSA) in which a sponsor expects to fund multiple projects with UAF over a period of time. A Master Agreement is a contract that is used to cover a number of different projects funded by one sponsor over a period of time. These types of agreements are also called "Blanket Agreements or Umbrella Agreements." Master Agreements are used to streamline the contracting process for both the University and the sponsors who intend to fund multiple research projects over time. The contracts are usually negotiated to cover an extended period.

Master Agreements are arranged with industrial research partners, and some federal and/or state governmental entities that contract with the University on a frequent basis. In these cases, OGCA pre-negotiates the legal terms and conditions of the agreement. Then, when a new project is proposed, the terms of the Master Agreement apply and only the statement of work, period of performance and budget must be determined. Some flexibility may be built into master agreements to accommodate the possibilities regarding future scopes of work, intellectual property, and research personnel.

The terms and conditions in a Master Agreement remain unfunded until a funded proposal officially results in a signed project specification. The PI should inform OGCA of potential sponsors who might be interested in negotiating a Master Agreement.

### *Task Orders or Work Orders*

Once a master agreement is in place, an addendum or task order is created for each new project to be awarded under the master agreement. Task Orders/Work Orders are the individual authorizations to perform project specific work under the terms and conditions of a Master Agreement.

An addendum/task order/ work order frequently contains the following for each specific project:

- Scope of work to be conducted and associated budget
- Payment obligations and timing
- Management of the project
- Staffing of the project
- Schedules, milestones, and deliverables
- Co-funding information (if any)
- Background intellectual property information (if any)
- Licensing options and considerations

UAF is concentrating efforts to establish master agreements with a variety of partners to help expedite the initiation and funding of research, student and student projects.

Additional information can be found at: [Types of Sponsored Agreements](#)