

**Memorandum**

To: University Research Community

From: Robert M. Gutierrez, Director of Pre-Award  
Division of Research

Subj.: Revised Agreement Request Form

Date: April 3, 2012

The Division of Research would like to advise the University Research Community that the Agreement Request Form on the Division of Research website has been updated and should be used effective immediately.

The form should be used for all non-proposal and non-award agreement requests such as material transfer agreements, nondisclosure agreements, teaming agreements and memorandum of understanding.

The form was revised to incorporate the provision of the applicable IRB, IBC or IACUC Protocol title and approval number as related to the agreement being requested for review; the type and quantity of animals related to MTAs (if any); and clarification as to the purpose of a confidentiality agreement.

The revised form is available in the forms section of the Division of Research website at <http://research.fiu.edu/forms/forms.html>.

If you have any questions regarding the revisions to the above referenced document then please feel free to contact our office at 305-348-2494.