

OFFICE OF SPONSORED PROGRAMS/CLINICAL SCIENCES  
AGREEMENT

Paul,

I would like to confirm the policy I believe we agreed upon for Sponsored Programs management of the commercial/industrial agreements for Clinical Sciences:

- Negotiate 50/40/10 payment terms (50% at project start; 40% midway through project; 10% upon submission of final report). Any deviation will require concurrence from you and/or Terry Nett;
- The initial invoice will be included with the signed agreement when it is returned to the Sponsor;
- Account numbers will not be assigned until the first 50% payment has been received by Sponsored Programs;
- Principal Investigators will be advised to NOT begin work until an account number is assigned;
- Sponsored Programs will invoice the second payment (40%) 30 days prior to the mid-way point, allowing 30 days for payment;
- If the second payment of 40% has not been received 45 days after invoicing, the account will be frozen, the department will be notified, and the PI will be advised to stop work;
- Sponsored Programs will follow up with Sponsor to collect payment;
- The final payment will be invoiced at project end or sooner if we are notified by the PI that the final report has been submitted. *Please bear in mind that we will not be able to collect the final 10% until a final report has been submitted.*

There may of course be exceptions to the above policy. One such exception could be if we have an established relationship with the Sponsor (e.g. Turner/Medtronic; Lappin/Heska).

Thanks,

Betty Eckert

Associate Director and

Principal Research Administrator

Sponsored Programs

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