<table>
<thead>
<tr>
<th>Type of Agreement</th>
<th>Description</th>
<th>Prepared by</th>
<th>Review and Approve By</th>
<th>Signature Authority</th>
<th>Office of Record</th>
</tr>
</thead>
</table>
| **Letter of Understanding/Letter of Intent to Collaborate** | Objective: document often used for signing ceremonies and/or to express intention to develop future relationship  
Characteristics:  
• involves one or more individual/department/program  
• reflects intent to explore future relationship  
• not legally binding | Requester\(^1\) | Requester\(^1\)  
• chair/director | Requester\(^1\) | Requester\(^1\) |
| **Memorandum of Understanding**         | Objective: document often used for signing ceremonies and/or to express intention to develop future relationship  
Characteristics:  
• involves one or more individual/department/program  
• project-specific  
• time-limited  
• can be legally binding | Requester using template | Requester\(^1\)  
• chair/director  
• Office of Legal Affairs | Requester\(^1\) | Requester\(^1\) |
| **Professional Services Agreement**     | Objective: fee-for-service contract for specific services provided by UCSF  
Characteristics:  
• involves one or more individual/department/program  
• project-specific  
• time-limited  
• legally binding | Requester\(^1\) completes business contract request form  
Office of Sponsored Research  
(Contracts & Grants Unit) | Requester\(^1\)  
• chair/director  
• Dean or Vice Chancellor  
• Office of Legal Affairs | Office of Sponsored Research  
(Contracts & Grants Unit) | Office of Sponsored Research – CACTAS\(^2\) |
| **Teaming Agreement**                   | Objective: an arrangement between separate institutions to collaborate on a sponsored project.  
Characteristics:  
• involves one or more individual/department/program  
• project-specific  
• time-limited  
• legally binding | Requester\(^1\) with Office of Sponsored Research provided template  
Office of Sponsored Research  
(Contracts & Grants Unit) | Requester\(^1\)  
• chair/director  
• Dean or Vice Chancellor  
• Office of Legal Affairs | Office of Sponsored Research  
(Contracts & Grants & Grants Unit) | Office of Sponsored Research – CACTAS\(^2\) |
| **Training Affiliation Agreement**      | Objective: commitment for training activities over extended period of time  
Characteristics:  
• institution-to-institution  
• involves training activities only  
• long-term (usually 5-year renewable terms)  
• legally binding | Requester using UCSF provided template | Requester\(^1\)  
• chair/director  
• Dean or Vice Chancellor  
• Office of Legal Affairs | Dean or Vice Chancellor | Office of Sponsored Research – CACTAS\(^2\) |
<table>
<thead>
<tr>
<th>Institutional Affiliation Agreement</th>
<th>Objective: umbrella agreement for broad and significant collaboration over extended period of time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Characteristics:</td>
</tr>
<tr>
<td></td>
<td>• institution-to-institution</td>
</tr>
<tr>
<td></td>
<td>• long-term (usually 5-year renewable terms)</td>
</tr>
<tr>
<td></td>
<td>• anticipates sub-agreements for specific projects</td>
</tr>
<tr>
<td></td>
<td>• legally binding</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requester using UCSF provided template</th>
<th>Requester¹</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>chair/director</td>
</tr>
<tr>
<td></td>
<td>Dean or Vice Chancellor</td>
</tr>
<tr>
<td></td>
<td>Office of Legal Affairs</td>
</tr>
</tbody>
</table>

| GHS Director | Executive Vice Chancellor | Office of Sponsored Research – CACTAS² |

¹Requester can be individual (faculty, researcher), program, or department
²Centralized Agreement, Contact Tracking and Approval System (CACTAS)