A few simple steps to using UFRA (un-funded research agreement) database

Sponsored Project Administration
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What is UFRA?

UFRA stands for Unfunded Research Agreements: A new internet database that will assist faculty and staff track unfunded agreements at the University.

- MTA-Material Transfer Agreements
- CDA/NDA-Confidentiality or non-Disclosure Agreements (a wide variety of names are used)
- RCA- Research Collaboration Agreements
- DUA- Data Use Agreements
- MOU-Memorandum of Understanding

Can use Internet Explorer or Firefox
Submission process, things to know

Does not change from current procedures:

• MTA and non-MTA agreements submitted with a MTARF by email, FAX, or in person to SPA starts the process

New step:

• UFRA staff assigns a UFRA number to the submitted document, an additional tool to assist users
New process allows for

UFRA users to see where the document is in the process and date stamp its progress.
UFRA database is a link from the SPA webpage

www.ospa.umn.edu
Click over to the homepage at:
http://apps.research.umn.edu/ufra/
Access into database begins from the UFRA homepage

Gateway to the system
Search screen

Search options include:
- UFRA ID #
- MTARF ID #
- Name
- Other Party
- Key Word
The system locates the agreement based on information entered.

Please note that the new agreement identifier is called the UFRA#. This identifier is assigned by the system and gives users another tool in tracking the document.
To check the status select the “View” option found with each agreement to receive the “Details”
Need more help?

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