

## **Creating an Agreement**

An individual with an active MyRA profile will be able to initiate the creation of an agreement within MyRA.

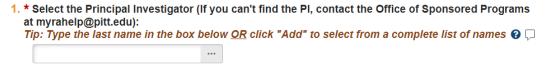
1. From the MyRA Agreements tab select the Create Agreement activity.

## Agreements



- 2. Selecting the Create Agreement activity will initiate the production of the Basic Information SmartForm. In this SmartForm information essential to the set-up of the agreement in MyRA will be provided.
- 3. Provide a Principal Investigator.

## **Basic Information**



- 4. Select the department responsible for the agreement.
  - 2. \* Select the Department/Institute/Center that will be administratively responsible for this Agreement:

    Tip: Type the name of the Department/Institute/Center in the box below OR click "Add" to select from a complete list of names O 

    ...
- 5. If you are in possession of a draft agreement, it can be uploaded. If not, indicate the appropriate option.

	load agreement draft (to expedite lect the appropriate option below:		icrosoft Word Version	is strongly preferred) or	
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_	) Pitt to Generate First Draft ) Addgene Order				
_	) NCI dbGaP				
_					
	NCI Developmental Therapeutics				
	) Other				
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	rtForms that will be require		atea. This selection	on will drive the liviyin	•
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Agreement Type: ② □					
0	<ul> <li>Material Transfer Agreement (MTA)</li> <li>Confidentiality / Non-Disclosure Agreement (CDA/NDA)</li> <li>Data Use Agreement (DUA)</li> </ul>				
O					
0	Not Sure/Other				
$\bigcirc$	SRA (Reserved for OSP use of	only)			
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Select individuals that need edit or read access. The Principal Investigator will have ed					
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access and does not need to be entered here.					
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9. Selecting Save or Continue will prompt MyRA to create the SmartForms that are required for completion for your particular agreement type.

