

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

Create Agreement

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

1. * Select the Principal Investigator (If you can't find the PI, contact the Office of Sponsored Programs at myrahelp@pitt.edu):

Tip: Type the last name in the box below OR click "Add" to select from a complete list of names ?


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 ?

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

3. Upload agreement draft (to expedite processing a Microsoft Word Version is strongly preferred) or select the appropriate option below: 

- [None]  Upload
- ☐ Pitt to Generate First Draft
 - ☐ Addgene Order
 - ☐ NCI dbGaP
 - ☐ NCI Developmental Therapeutics
 - ☐ Other

6. Select the type of agreement that is to be created. This selection will drive the MyRA SmartForms that will be required.



Agreement Type:  

- ☐ Material Transfer Agreement (MTA)
- ☐ Confidentiality / Non-Disclosure Agreement (CDA/NDA)
- ☒ Data Use Agreement (DUA)
- ☐ Not Sure/Other
- ☐ SRA (Reserved for OSP use only)

7. Provide a title.

4. * **Project Name / Title (max 50 characters):** 

8. Select individuals that need edit or read access. The Principal Investigator will have edit access and does not need to be entered here.

5. Select the Department/Division Administrator and other Pitt team members that need **EDIT** permissions for this request:  

 ...

Name	E-mail	Phone
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There are no items to display

6. Select Pitt team members that need **READ-ONLY** permissions for this request:  

 ...

Name	E-mail	Phone
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There are no items to display

9. Selecting Save or Continue will prompt MyRA to create the SmartForms that are required for completion for your particular agreement type.

 Save

Continue 