**Sample SOW to use for DTUA/DUAs**

1. Description of Project:

This section should provide sufficient information such that each Party understands the project that the Parties will perform using the Data. Examples of information that should be provided include:

* Objective or purpose of the Parties’ work
* A general description of the actions to be performed by each Party using the Data and possibly the anticipated results
* Whether or not the Parties are permitted to link the Data with other data sets; if yes, please be sure to include any special disposition requirements related to the linked data sets.
1. Description of Data

This section should provide sufficient information such that each Party understands the information that will be transmitted by each providing Party, as applicable, under this DTUA/DUA. Examples of information include:

* If Data is obtained from human subjects, a description of the population included in Data (data elements);
	+ Number of subjects and/or experiments included
	+ IRB approval or exemption letter
	+ PHI or de-identified
* If Data is from animal subjects, the species of animal the was obtained using;
* If not from human or animal subjects, a description of the focus of the Data
* The number of subjects and/or experiments included
* Name of the study that the Data was obtained under; If there is a particular study that needs to be acknowledged/cited as the source of the Data, this information should be included here.
1. Disposition Requirements upon the termination or expiration of the Agreement

This section should provide sufficient information such that each Party understands the Receiving Party’s obligations with regards to the Data upon the expiration or early termination of the Arrangement Agreement. If the Receiving Party is permitted to link the Data with other data sets, be sure to include any special disposition requirements related to the linked data sets in this attachment.

1. Transmission of Data

(Pick one) \_\_\_ electronically ; \_\_\_ via mail to: other mode of transfer? (outline it here as well

Scientist Name:

Scientist Email:

Scientist Address:

Scientist Phone:

1. Permitted Third Party Personnel?

“Third Party Personnel” means: faculty, employees, fellows, or students of Third Party Institution

identified below, an academic institution, which institution (i) has agreed to collaborate in the Project, (ii)has faculty, employees, fellows, or students who have a need to use or provide a service in respect of the Data in connection with its collaboration in the Project, and (iii) has been made aware of the terms of this Agreement and agreed to comply, and to cause its personnel to comply, with such terms.

OR ❏ No “Third Party Personnel” collaborators are permitted on the Project.