

A Guide to Common UNLV Community Collaboration Agreements

The following guide is designed to assist UNLV faculty and staff better understand the most common types of agreements required for establishing community collaborations. It is provided to supplement the [UNLV Guide to Forming Community Collaborations and Partnerships](#).

Although this document contains information on many types of agreements, it is not exhaustive in nature. Additionally, this document is designed to provide background and is not intended to replace consultation with your supervisor (who may, in turn, consult with the Office of General Counsel) regarding specific needs associated with a collaboration.

Community collaborations often involve a mix of requirements; depending on circumstances, some may require many agreements. Thus, users of this guide are advised to follow the steps outlined in the [UNLV Guide to Forming Community Collaborations and Partnerships](#) and consult with their supervisors on the specific agreement needs. Samples are provided for several agreements, but **you must consult with your supervisor (and often, other UNLV administrators and/or the Office of General Counsel)** before using them. Points of contact for each type of agreement are included after each description.

- 1) **Memorandum of Understanding (MOU)** – This is generally a non-binding agreement to establish an academic collaboration that is intended to lead to implementation of other binding agreement(s).
Contact: Supervisor
- 2) **Collaboration Agreement/Cooperation Agreement** – Typically a non-binding preliminary agreement to establish a research collaboration that is intended to lead to implementing agreement(s).
Contact: Supervisor
- 3) **Educational Affiliation Agreement** – To establish an educational collaboration for practicum, fieldwork, or clinical experiences for UNLV students. Contact: Supervisor
- 4) **Sharing Agreements** – Typically used in research or analysis, these agreements address three primary areas listed below. Contact: Office of Economic Development or Office of Sponsored Programs, depending on the direction of the transfer
 - **Data Sharing** – Designed to facilitate sharing of data, including maintenance, storage, and other considerations
 - **Material Transfer** – Facilitates receiving or sharing a variety of materials for research purposes, including biological, chemical, and/or other samples
 - **Equipment Loans** - For exchange of equipment, generally for research purposes
- 5) **Sponsorship Agreement** – Arranges for promotional opportunities through a sponsorship of a UNLV program, conference, or event by an external entity and may include print or online promotion.
Contact: Supervisor

- 6) **Teaming Agreements** – An implementing agreement for a research collaboration that may include provisions for seeking joint research opportunities, including acquisition of funding. Contact: Office of Sponsored Programs
- 7) **Software License Agreement** – Arranges for licensing the use of proprietary software. (The process is managed by the Purchasing Office, whether the university pays a fee for the software or it is provided as a donation to UNLV.) Contact: Purchasing Office
- 8) **Internship Agreement** – Facilitates placement of UNLV students at specific sites as part of their coursework for credit (and not for payment). Contact: Supervisor
- 9) **Facility Use Agreement** – Arranges for use of non-university facilities for a limited, specific, short-term purpose. Contact: UNLV Real Estate Office
- 10) **Gift/Donation Agreement** – Used to arrange for in-kind or cash donations that qualify as charitable contributions under IRS regulations. Contact: UNLV Foundation
- 11) **Non-Disclosure Agreement** – Facilitates receiving and/or sharing confidential information generally for the purpose of research and economic development. Contact: Office of Economic Development
- 12) **International Collaboration Agreement** – Often complex agreements requiring extensive consultation with administration; includes MOUs with international educational institutions. Contact: Supervisor
- 13) **Interlocal Agreements** – Used to arrange for providing training/services to or receiving them from another Nevada public/governmental entity or agency (municipality, county, or state agencies). Contact: Supervisor
- 14) **Inter-institutional Agreements** – Facilitates services, training, programs, etc. between UNLV and one or more other NSHE institutions. Contact: Supervisor
- 15) **Consortium Agreements** – Enables UNLV to join an existing group of institutions/entities, generally to improve access or purchasing capacity. Contact: Supervisor
- 16) **Professional Development Agreement** – Enables UNLV to provide training to an outside entity. Contact: Supervisor

For additional information about agreements, please contact the office of your Dean or Vice President.