# Glossary of Terms

This glossary encompasses the key terms used within the Research Contracts Portal, and should be used in conjunction with the Frequently Asked Questions (FAQs) and the User Guide.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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</table>
| Active (Contract)           | The Portal will display contacts that are deemed as Active only. Completed contracts are not displayed and advice on these should be obtained from the Research Operation Office. The status that are considered as active are:  
  - Not yet reviewed by ROO
  - Suspended
  - Terms Agreed
  - Waiting for response from Department
  - Waiting for response from ROO
  - Waiting for response from Sponsor / other
  - Waiting for signature from Department
  - Waiting for signature from ROO
  - Waiting for signature from Sponsor / other |
| Agreement Type              | The type of contract / agreement – e.g.  
  - CDA  
  - MTA  
  - Studentship  
  - Clinical Trial  
  - Amendment  
  (Please note this list is not complete) |
| Contract                    | A research contract is a legally binding agreement that sets out the rights and obligations of the parties concerned, and which forms the basis of a relationship around a particular research programme, exchange of information or materials or other collaboration. It may be funded by a company, government body, charity or other body, and will contain terms and conditions governing the conduct of the project, as well as obligations incumbent upon the University and the funder.  
  Types of research agreements include: Collaboration agreements, Studentships, Material Transfer Agreements, Confidentiality Agreements, CASE, MO’s, Sub-contracts and EU Consortium Agreements |
| Current Status              | The current status of contract negotiations – e.g.  
  - Not yet reviewed by ROO  
  - Waiting response from Sponsor  
  - Waiting for signature from Department  
  - Unsuccessful  
  - Finalised |
| Days (Since Last Action)    | The number of working days since the ‘Last Action Date’. NOTE: This is a calculated field and does not exist in the RCO database.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Department name             | The name of the Department associated with the contract activity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| RG (Grant ID)               | The unique identifier for the research project. The RG number may appear more than once if there are a number of on-going negotiations. There will be one line per activity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Initiated (Date)            | The date that the work was initiated on the RCO database. This is effectively the start date of the contract activity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
# Research Contracts Portal

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<tbody>
<tr>
<td>Last Action (Date)</td>
<td>The date of the Last Action performed against the Contract or Amendment. Where there is no ‘Last Action Date’ entered, the calculation will use ‘Initiated Date’ instead.</td>
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<tr>
<td>Negotiated By</td>
<td>The name of the School Contracts team member in the Research Operations Office (ROO) who is leading the negotiation activity.</td>
</tr>
</tbody>
</table>
| PI Name               | The Principal Investigator name associated with the activity as recorded in the RCO database. Owing to historic data inconsistency issues, there is a chance that the same person might have more than one version of their name listed – e.g.  
  - SMITH, John  
  - Professor John Smith  
  - Professor J. Smith  
  - Dr J Smith                                                              |
| RCO Database          | RCO Database is a bespoke system to support the ROO in managing applications, awards and contracts. It is used to track grant data such as contract details, the type of grant it is, attached amendments, grant status as well as the generation of the ‘RG number’ that is used as an identifier across the University. |
| Sponsor name          | The Sponsor or ‘Other Party’ name as recorded on the RCO database. Again, owing to historic data inconsistency issues there is a chance that the same party might have multiple entries – e.g.  
  - Addgene  
  - Addgene Inc  
  - ADDGENE  
  - Adgene |