RESEARCH ADMINISTRATION PORTAL (WRAP)

Agreements Review Quick Guide

Topics

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Overview

This quick guide is designed specifically for this training session, providing step-by-step instructions for reviewing agreements in the WRAP system. It covers assigning ownership, reviewing agreements, requesting and responding to clarifications, generating draft agreements, and managing ancillary reviews. The steps are intended for training purposes, and participants are encouraged to make their own adjustments during the session as needed.

The WRAP Agreements Module features include:

- **Automated routing** by **agreement type** to the appropriate offices
- **Customized submission** forms by agreement type
- Ability to **link agreements** to **other projects**
- Flexible **management of ancillary reviews** and approval

Note: Certain types of agreements will be initiated by the **WVU Research Community**, and other types of agreements will be initiated by the **agreement offices**.

Agreement Types

Agreement Type	Initiated by	Assigned to Offices
COE Review/Clinical Trial Agreement	Principal Investigator (PI) or Designee	Clinical Study Agreement Office
Data Use Agreement	Principal Investigator (PI) or Designee	Award Negotiation Office or Clinical Study Agreement Office
Facility Use Agreement	Principal Investigator (PI) or Designee	Office of Innovation and Commercialization (OIC) Agreement Office
Material Transfer Agreement	Principal Investigator (PI) or Designee or Office of Innovation and Commercialization (OIC)	Office of Innovation and Commercialization (OIC) Agreement Office
Non-Disclosure Agreement	Principal Investigator (PI) or Designee	Office of Innovation and Commercialization (OIC) Agreement Office or Clinical Study Agreement Office

Teaming Agreement	Office of Innovation and Commercialization (OIC) or PI/Designee/Support	Office of Innovation and Commercialization (OIC) Agreement Office
Memorandum of Understanding	Research Office OSP Award Negotiation	Award Negotiation Office
Master Agreement	Research Office OSP Award Negotiation	Award Negotiation Office or Clinical Study Agreement Office or Office of Innovation and Commercialization (OIC) Agreement Office
Research Agreement	Research Office OSP Award Negotiation	Award Negotiation Office
Outgoing Subaward	Research Office OSP Award Negotiation or Center of Excellence (COE) (not generated by general research community)	Award Negotiation Office, Clinical Study Office
Other Agreement	Research Office OSP Award Negotiation	Award Negotiation Office

Steps

Access

Training (Staging) Access

1. Navigate to WRAP Electronic Research Administration Systems: https://researchoperations.wvu.edu/resources/administration-and-compliance-systems
2. Click the **WRAP Test** button.
3. Click the Client Login button.
4. Sign in with your SSO credentials

Production Access

1. Navigate to WVU Research Operations Website: https://researchoperations.wvu.edu/home

2. Click the **WRAP** button.
3. If prompted sign in with your SSO credentials

Agreements Navigation and Basic Tasks

Navigate the General Dashboard Video (opens in a new tab)

Navigate the Agreements Page Video (opens in a new tab)

Navigate the Agreement Workspace Video (opens in a new tab)

WRAP Dashboard Terms & Definitions

- **Create Menu:** Create drop-down menu buttons that allow you to create various items in the system, such as proposals or agreements
- **Recent: L**ists the last several items a user has accessed, with the most recent at the top. Items can be pinned for quick access using the pin icon.
- **Pinned:** Pinned items are stored for easy access, regardless of when they were last viewed. Pinned items remain until manually unpinned.
- **My Inbox:** Displays all items requiring user action to move forward in the workflow e.g. proposals, agreements, and awards.
- **My Reviews:** Shows a subset of items **from My Inbox**, specifically those awaiting the user's review. Useful for users who may have multiple roles, like researchers who also serve as ancillary reviewers.
- **State Column:** Shows item workflow status and helps guide the next steps.
- **Personalize Table:** Users can adjust table settings using the gear icon, enabling them to configure the columns and data that appear. They can also export data to CSV files.
- **Top Navigator:** The main navigation tool at the top of the dashboard allows users to move to different parts of WRAP.
- **Breadcrumb Trail:** Located under the top navigator, this trail indicates the current page and allows users to navigate back to previous pages.
- **Filter by Text:** Type the first part of the text you want to find. Use % as a wild card. Users must prepend the '%' wildcard before entering search terms (e.g., '%defense') when using the search function. Add a prompt or help text instructing users to use a wildcard before typing search terms.

Agreements WorkSpace Terms & Definitions

- **Agreement ID:** A unique identifier created by the system for each agreement. The prefix in the ID designates the agreement type (e.g., 'MTA' for Material Transfer Agreement). Amendments have IDs with the prefix 'AM.'

- **Agreement Name:** The title assigned by the agreement creator or editor. Clicking the ID or name opens the agreement's workspace.
- **Agreement Document:** The actual document of the agreement, which includes the document's name and revision number. Clicking the document name allows for editing or downloading.
- **Agreement Type:** Indicates the type of agreement, identified by prefixes (e.g., 'MTA' for Material Transfer Agreement).
- **State**: Represents the current status or stage of the agreement, such as Unassigned' or 'Active.'
- **Reviewer:** The person or owner assigned to oversee the agreement and guide it through the approval process.
- **Unassigned Tab**: Lists agreements submitted for review that have not yet been assigned to an owner, which is required to start the review process.
- **New Tab**: Lists agreements the PI is working on but has not yet submitted to the agreements office; these are in the 'Pre-Submission' state.
- **In Progress Tab**: Lists agreements assigned to an owner and currently undergoing internal or external review.
- **Active Tab**: Lists agreements currently in force. Active amendments appear in the 'All Agreements' tab in the approved state, not here.
- **Evergreen Tab:** Lists expired agreements that contain Evergreen clauses (automatic renewal upon expiration). **Note**: Evergreen clause is not commonplace at WVU.
- **Archive Tab**: Lists agreements that have expired, been terminated, or discarded. This is the section for locating specific past agreements.
- **Help Center:** Provides access to agreements documentation and instructional videos.
- **Reports:** Offers a list of predefined reports. Users see only data they have permission to view.

Exercise #1: Create an Agreement e.g., Non-Disclosure Agreement

Agreement Upload

1. **Principal Investigator**: The individual responsible for managing the agreement is usually the principal investigator (PI). Enter yourself as the **PI**.
2. **Primary Contact**: This field is automatically populated with the person who created the agreement but can be changed if necessary.
3. **Upload Agreement Draft**: Attach the draft agreement file or, if applicable, select the check this box **First Draft to Be Generated Internally?** For this training check the box to indicate the draft will be generated internally in **Q3**.

Note: If the agreement document has already been drafted, you can attach it to the Agreements SmartForm by clicking the Upload button. However, if Agreements office staff are going to create the first draft of the agreement, check the First draft to be generated internally? box instead. Agreements office staff will generate or upload a draft by running the Generate Agreement activity.

4. **Title or Internal Reference Number**: Provide the internal reference title or number for this agreement. For this training include your **last name** in the title e.g. NDA 11112024 Nyachae
5. **Agreement Type**: Select the specific type of agreement from the dropdown, e.g., Non-Disclosure Agreement – PI Initiated
6. **Description**: Write a brief summary or purpose of the agreement. For this training enter any values
7. **Supporting Documents**: Attach additional documents as needed. For training purposes attach any documents
8. **Sponsor Deadline Date**: Enter the sponsor's deadline date for the agreement.Enter any further date

General Information

1. **Contracting Party**: Select the external organization involved in the agreement.
2. **Contracting Party Contact Name**: Enter the name of the representative from the contracting party.
3. **Contracting Party Contact Email**: Provide the email address of the contracting party contact
4. **Contracting Party Contact Phone**: Enter the phone number of the contracting party contact.
5. **Additional Contracting Parties?**: Select Yes or No to indicate if there are additional contracting parties involved.
6. **Responsible Department/Division/Institute**: Specify the internal department responsible for this agreement.
7. **Agreements Collaborators**: List any collaborators who will have read/edit access to the agreement, or indicate none if not applicable.
8. **Bilateral or Unilateral**: Specify if the agreement is bilateral (Both parties sign the agreement) or unilateral (one party), or unknown.
9. **Is a Proposal Associated with This Agreement?**: Select Yes or No to indicate if a related proposal exists. For the purposes of this training indicate Yes

NDA Agreement Information

Note: For training purposes, enter any values in Q1-Q5 on the NDA Agreement Information page.

1. **Describe the Purpose of the Exchange**: Briefly explain the reason for exchanging information e.g., To assess potential partnership opportunities for developing a sustainable energy solution.
2. **Who Will Be Disclosing Information?**: Identify who will disclose information, e.g., Contracting Party, Institution or Both.
3. **Provide a Brief Description of the Confidential Technology or Information**: Summarize the confidential data or technology to be shared e.g., Specifications for a new battery prototype designed for improved energy efficiency.
4. **Is It Mandatory to Receive or Disclose Confidential Information?**: Indicate if confidentiality is essential for the agreement's purpose by selecting Yes or No.
5. **Is There a Deadline to Have the Agreement Signed?**: Indicate if there is a signing deadline, and provide the date if applicable. For training purposes select No

NDA Additional Information

Note: For training purposes, enter any values in Q1-Q6 on the NDA Agreement Information page.

1. **Is There a Possibility of Co-Mingling Confidential Information?**: Select Yes or No to indicate if the confidential data might mix with other internal information.
2. **Will Confidential Information Be Shared with Non-Employees?**: Select Yes or No to indicate if non-employees (including students) will access the confidential information.
3. **Has an Invention Disclosure Been Submitted?**: Indicate if an invention disclosure is associated with this agreement by selecting Yes or No.
4. **Plan to Submit an Invention Disclosure?**: Confirm if there are plans to submit an invention disclosure before the information exchange, e.g., No.
5. **Is This Related to Clinical Research?**: Indicate if the agreement involves clinical research by selecting Yes or No.
6. **Proposed Disclosure Period**: Define the time frame for sharing information under this agreement, e.g., 1 year.

Compliance

1. **Human Subjects Involved in This Project**: Select the applicable status regarding human subjects.
2. **Laboratory Vertebrate Animals Involved in This Project**: Indicate if laboratory animals are used and their approval status.
3. **Are Risk Agents or Select Pathogens Involved in This Project?**: Choose the status if risk agents or pathogens are part of the project.
4. **Are Toxic Gases or Explosives Required for This Project?**: Select the review status regarding the use of toxic gases or explosives.
5. **Are Radiation-Producing Devices Involved in This Project?**: Choose the status regarding the involvement of radiation-producing devices.
6. **Are Radioisotopes Involved in This Project?**: Indicate the review status for any use of radioisotopes.
7. **International Considerations**: Indicate if the project involves any of the following by selecting all that apply.
8. **Sponsor-Specific Compliance Requirements and Budget Considerations**: Indicate if any sponsor-specific compliance requirements or budget considerations apply by selecting all that apply.
9. **WVU Data Management & Protection Compliance AND Budget Considerations**: Specify if any data management and protection compliance requirements apply by selecting all that apply.
10. **Does This Project Involve Applications or Vendors Using WVU Health System Clinical Systems or Networks?**: Select Yes, No, or Clear as applicable.
11. **Does This Project Involve Applications or Vendors Using WVU Systems?**: Select Yes, No, or Clear as applicable.
12. **If There Are Any Compliance Concerns Indicated Above, Provide Relevant Details**: Enter any additional information related to compliance issues identified in the previous sections.

Use the **Validate** button in the top left corner to ensure that no field values were missed, then save and exit to return to the **Agreement Workspace**.

Manage Relationships

1. Click **Manage Relationships** and search for an award record with the Name: **UAT agreement award**. You can search by typing the title in the **Related Submissions** search box.
2. Select it and click **OK.**
3. Navigate to the **Related Projects** tab and ensure the award is present.

PI Certification (Confirm with Andrew)

1. Use the **PI Certification** activity to certify the agreement information is correct: I certify

Submit an Agreement for Review
In the agreement workspace, click the **Submit** activity on the left side to begin review.

Exercise #2: Verify Agreement State

Ensure your agreement is in the **Unassigned** state and the correct office is assigned.

1. In the Agreement Workspace, confirm that the agreement has moved to the **Unassigned** state.
2. Check that the **Agreement Office** is correctly set to your office.

Note: If the office is incorrect, notify the training coordinators and use the **Assign Office** activity to manually set it to your office. (see steps below)

Exercise #3: Assign an Owner to an Agreement

1. Navigate to the **Agreements** tab and click the **Unassigned** tab to find the agreement.
2. Select and open the NDA you created.
3. In the agreement workspace, click **Assign Owner** on the left panel.
4. Choose the appropriate owner from the dropdown list and click **OK** to assign ownership. For this training, assign the record to yourself.
5. Confirm success by ensuring that the assigned owner appears in the agreement workspace and that the agreement status is now **Internal Review**.

Exercise #4: Request Clarification

If a reviewer has questions or requires you to change your submission, you will receive an e-mail notification indicating this. Review the request details and then respond to the request.

1. In the agreement workspace, click the **Request Clarification** activity.
2. Type a message requesting clarification (e.g., Please provide more details on the purpose of the exchange on the Agreement Information page") and click **OK**.
3. Confirm success by ensuring the **History** tab shows the **Clarification Requested** activity and that the agreement is in the **Clarification Requested** state.

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Exercise #5: Review an Agreement

1. For training purposes wait a few minutes for the **agreement staff** to complete their review, then refresh your inbox until you see your agreement record in the **Clarifications Requested** state.
2. Open it and navigate to the History tab to see what change was requested by the **agreement staff** by viewing their comment beneath **Clarifications Requested**.
3. Note: The **Stage site** does not send notifications, but after go-live you will receive an email notification with a link to the agreement whenever one of your Agreements requires clarification.
4. Use the **Edit Agreement** button to reopen your record and make the requested changes. Then save and exit to return to the **Agreement Workspace**.
5. Click **Submit Changes** to return the Agreement to review.

Exercise #6: Generate a Draft Agreement

1. In the agreement workspace, click the **Generate Agreement** activity from the bottom of the list.
2. Select the appropriate template for the agreement and click **Generate**.

   Note: If your agreement type is **Outgoing Subaward**, use the **Generate FDP Template** activity and select the cost reimbursable option. For other agreement types, use the **Generate Agreement** activity and select the **UAT Example Template**.

3. Confirm that the system has generated the agreement and that the draft version is available for review.

Exercise #7: Assign an Ancillary Reviewer

1. In the agreement workspace, click **Manage Ancillary Reviews**.
2. Click **Add**, and select the reviewer from the dropdown e.g., Ancillary Review Office - Innovation and Commercialization
3. Set the review type to **Research Data Management & Protection**.
4. Set **Is a response required** to **Yes** and click **OK**.
5. Confirm success by verifying that the **Ancillary Reviews** tab lists the reviewer and the **History** tab shows the **Managed Ancillary Reviews** activity.

If you are assigned as an ancillary reviewer, you get an e-mail notification, the related agreement appears in your inbox, and the Submit Ancillary Review activity becomes available in the Agreement workspace.

1. Open the NDA.
2. Review the agreement and **submit** the ancillary review.

3. Confirm success by ensuring the **History** tab shows the **Submitted Ancillary Review** activity and that the agreement is still in the **Internal Review** state.

Exercise #8: Review the Generated Agreement

Certain agreement types have agreement templates which you can use to generate the draft agreement.

Note: There are currently no **WVU agreement templates** in the Stage site, but you can create and manage any number of (non-FDP) templates for each agreement type after go-live in coordination with RIT.

1. For this training, generate an agreement using a template by using the **Generate Agreement** activity and selecting the **UAT Example Template** option.
2. At the top of the workspace, click the document link in the **Agreement** section to review the generated agreement.

Exercise #9: Move an Agreement to External Review

1. Ensure the internal review process is complete, and all necessary changes have been made to the agreement.
2. Confirm that there are no outstanding ancillary reviews. If any are required and pending, the system will not allow you to move the agreement to external review.
3. In WRAP, locate the agreement you wish to send for external review and open it.
4. On the agreement workspace, click **Move to External Review** on the left.
5. Type some notes regarding the external review. For example, “Sending this to the main external party contact who will oversee the reviews at that organization.”
6. Leave the external organization and contact information fields unchanged. These were auto populated from the agreement SmartForm pages. Click OK.After moving the agreement to external review in the system, send the agreement to external parties using your usual method (e.g., mail, email).
7. The agreement is now in the **External Review** state. The system tracks the time spent in this state for reporting purposes.
8. Move the agreement between internal and external review as needed until all parties agree on the language. This reflects the current review status and ensures accurate tracking.

Note: This activity only updates the status for tracking and does not send the agreement externally.

If the agreement must move back to internal review, use the **Move to Internal Review** activity. You can move the agreement back and forth between internal and external reviews until the agreement language is agreed upon by all parties.

Exercise #10: Approve Agreement Language

After all, parties have reviewed the agreement and it has been updated accordingly, the next step is to approve the agreement language and select the signing method that will be used digital or wet ink.

1. On the agreement workspace, click the **Approve Language** activity (halfway down the list of activities).

Note: If any are required and pending, the system will not allow you to approve the language.

2. Complete the page by entering the following information:
    - **Signature type:** Select Wet Ink for signature.
    - **Should the agreement be routed for internal signature first:** For training purposes, indicate **No**
    - **Does the agreement contain evergreen clauses**: For training purposes, indicate **No** (Note that Evergreen clause is not commonplace at WVU.)
    - **Effective date:** Set the effective date to today.
    - **Expiration date: S**et the end date to one year in the future.
3. Click **OK**.

Exercise #11: Convert Agreement to PDF

You will create a PDF of the final agreement that will be signed by both internal and external parties. In the previous exercise, you indicated that the agreement would be signed by internal parties first, therefore, after you create the PDF, you will route it internally for signature.

1. Once the agreement state changes to **Language Finalized** on the agreement workspace, click the **Convert to PDF** activity (halfway in the list of activities) and finalize your agreement.
2. Select the watermark.
3. Click **OK** to create the PDF. This action will attach the PDF to the **Final Agreement** section in the Workspace.
4. From the workspace, click the **Final Agreement** link at the top to open the PDF. You will see the **Active Until** text watermark at the top of the page.
5. Close the document and return to the agreement workspace.

Exercise #12: DocuSign

1. From your Agreement Workspace, execute the **Send For Signatures** activity.
2. The **Send For Signatures** pop-up window will appear.
3. Add Internal and/or External Recipients.
4. **Internal Recipients:** A pop-up will open for internal recipients. Click the ellipses to select a Recipient. Add only yourself as an internal signer. Click **OK**. Select a Type. Select **OK and Add Another** for additional recipients. Click **OK** when complete.
5. External Recipients: A pop-up window will open for external recipients. Enter the **Name** and **Email Address** of the recipient. Select Type.Select **OK and Add Another** for additional recipients. Click **OK** when complete.

6. The DocuSign tab will appear in the Workspace
7. Click **Send Envelope** to route the document for signatures
8. Clicking **Send Envelope** opens the DocuSign web interface, where you can add standard fields such as signatures, and dates. Drag a **Signature** and **Date** signed to the appropriate locations on the agreement, then **click send**. After the signing process is complete, the signed document will be available in both the **DocuSign** and **Attachments** tabs.
9. Check your email until you see an email from DocuSign, which will contain a button to navigate you back to the site to complete the signatures. If a pop-up blocker appears, disable it to proceed.
10. Once finished, navigate back to your test record and go to the **DocuSign tab**. Click the button to **Update Envelope** status, tick the box to indicate you wish to force a status update, and then click **OK.**

Exercise #13: Send Agreement for External Signature

1. On the agreement workspace, click the **Send for External Signature** activity.
2. Assume all the information is correct in the Send for External Signature window and then click **OK**.

Note: Executing this activity changes the state so you know where the agreement is in the signing process. Your next step is to send the agreement to the external organization so the appropriate people can sign it. You could also create a correspondence item to follow up with the external parties by a certain date.

3. Confirm you met the success criteria below:
   - The History tab shows the Sent Out for Signature activity.
   - The agreement is in the **External Signature** state.
   - The workflow map shows the agreement is still in the **Signing** phase of the review process.

Exercise #14: Send Agreement for Internal Signature

1. **Log in** as the agreement reviewer.
2. On the agreement workspace, click the **Send for Internal Signature** activity.
3. Assume all the information is correct in the Send for Internal Signature window and then click **OK**.
4. Confirm you met the success criteria below:
   - The History tab shows the Sent Out for Signature activity.
   - The agreement is in the **Internal Signature** state.

Exercise #15: Activate an Agreement

1. On the agreement workspace, click the **Activate** activity.
2. Complete the page by entering the following information:

- **People who have signed:** Will automatically default
- **Internal signing date:** Select today's date
- **External signing date:** Select today's date
- **Effective date:** Change the date to today's date
- **Expiration date**: Change the date to two years minus a day from the effective date

3. Click OK.
4. Confirm you met the success criteria below:
   - The effective and expiration dates you entered appear in the top left of the agreement workspace (under the state).
   - The agreement is in the **Active** state.
   - The workflow map shows the agreement is in the **Active** phase of the review process. In other words, the review process has been completed.

Exercise #16: Create an Amendment

2. Click **Agreements** in the Top Navigator.
3. On Agreements page, click the **Active** tab.
4. Find and open the NDA you created.
5. On the agreement workspace, click the **Create Amendment** activity.
6. **Upload draft amendment file:** For training purposes, leave blank
7. **Supporting documents:** For training purposes leave blank
8. **Amendment Description:** In the **Amendment Description** box, type "This amendment extends the agreement expiration date by one year".
9. **Is this a no cost extension or continuation without a change in scope or additional terms?** Select **Yes**
10. Click **Save** and then **Exit** on the navigation bar without updating other information.
11. Confirm you met the success criteria below:

- The amendment title starts with "Amendment for…"
- The amendment is in the **Pre-Submission** state.

Exercise #17: Submit an Amendment for Review

1. From the amendment workspace, click the **Submit** activity.
2. Read the statement and click **OK** to submit the amendment for review.
3. Return to the Dashboard. The amendment now appears in your inbox. This is because the amendment appears in the inboxes for all people assigned the Agreements Reviewer and Agreements Manager roles for the agreement office.
4. Confirm you met the success criteria below:

   - The amendment appears in My Inbox.
   - The amendment is in the **Unassigned** state.

Note: If the amendment includes uploading an amendment file or generating one through the institution, then that amendment will follow the same workflow as an agreement in which it is routed for signature. If it does not, then you can expedite the amendment's approval.

Exercise #18: Take Ownership of an Amendment

1. Click **Agreements** in the Top Navigator.
2. On the Agreements page, click the **Unassigned** tab.
3. Find and open the amendment you created.
4. On the amendment workspace, click the **Assign Owner** activity on the left to assign yourself as the owner.
5. For training purposes, select **yourself** as the owner and click **OK**.
6. Confirm you met the success criteria below:

   - For this training your name appears as the owner in the top left of the workspace.
   - The amendment is in the **Internal Review** state.
   - The workflow map shows the amendment is in the **In Review** phase of the review process.

Exercise #19: Expedite Approval of an Amendment

You will expedite approval of the amendment you created. You can do this because the amendment did not involve an amendment file to be signed.

Note: The amendment will not appear in your inbox. Click Agreements on the Top Navigator and find the amendment on the All Agreements or the In Progress tab.

1. From the amendment workspace, click the **Expedite Approval** activity.

Note: This activity will not show if the amendment does not qualify for expedited approval.

2. Complete the page by entering the following information:
   - **1. Effective date:** Select today's date
   - **2. Expiration date:** Type a date that is two years minus a day from the effective date
   - **3. Comments:** For training purposes, type Expediting approval for the amendment as only the expiration date has been updated.
3. Click **OK**.

Note: Amendments follow the same workflow as agreements. You can expedite approval or complete all steps if signatures or negotiation are required.

4. Confirm you met the success criteria below:
   - The amendment is in the **Approved** state.

- The effective and expiration dates display in the top left of the amendment workspace.
- The History tab shows the Expedited Approval activity along with your comments.
- The date change is reflected not only in the amendment workspace but also in the parent agreement workspace. (Find the parent agreement using the breadcrumb navigator or on the Agreements page.)