



Australian Government
Australian Centre for
International Agricultural Research

Research Agreement

Information for ACIAR Commissioned
Organisations

June
2024

Research Agreement

Effective from August 2023, ACIAR implemented a new approach for contracting all new Research Projects (>\$500,000) and Small Research Activities (<\$500,000) with its Commissioned Organisations.

The previous Letter of Agreement, which attached our Standard Conditions and Project Documents, was replaced with a new Research Agreement. The new Research Agreement contains a set of Base Terms for use for commissioning Small Research Activities and a set of Additional Terms, which augment the Base Terms, and are used when commissioning Research Projects.

The Additional Terms include a Collaboration Services Agreement template, a new contracting instrument template which can be used as the agreement between the Commissioned Organisation and any in-country Collaborating Institution(s).

New 'Research Agreement' Template

The table below sets out how the new agreement templates replace our previous instrument templates.

Previous Instrument	New Instrument	Contracted Parties
Letter of Agreement	Research Agreement	ACIAR and the Commissioned Organisation
Standard Conditions	Research Agreement Annex B (Additional Terms)	ACIAR and the Commissioned Organisation
Project Arrangement <ul style="list-style-type: none"> Annex 1 of Subsidiary Arrangement 	Research Agreement Annex B Schedule 1 (Collaboration Services Agreement)	Commissioned Organisation and Collaborating Institution(s)
Deed of Agreement	Research Agreement Annex B Schedule 1 (Collaboration Services Agreement)	Commissioned Organisation and Collaborating Institution(s)
Project Documents <ul style="list-style-type: none"> Attachment A of Project Arrangement Attachment B of Letter of Agreement 	<ul style="list-style-type: none"> Research Agreement Annex A (Project Documents) Subsidiary Arrangement Annex A (Project Documents) 	N/A
Subsidiary arrangement	Subsidiary arrangement (without Project Arrangement)	ACIAR and Country Partner

Table 1 – New instruments replacing existing instruments

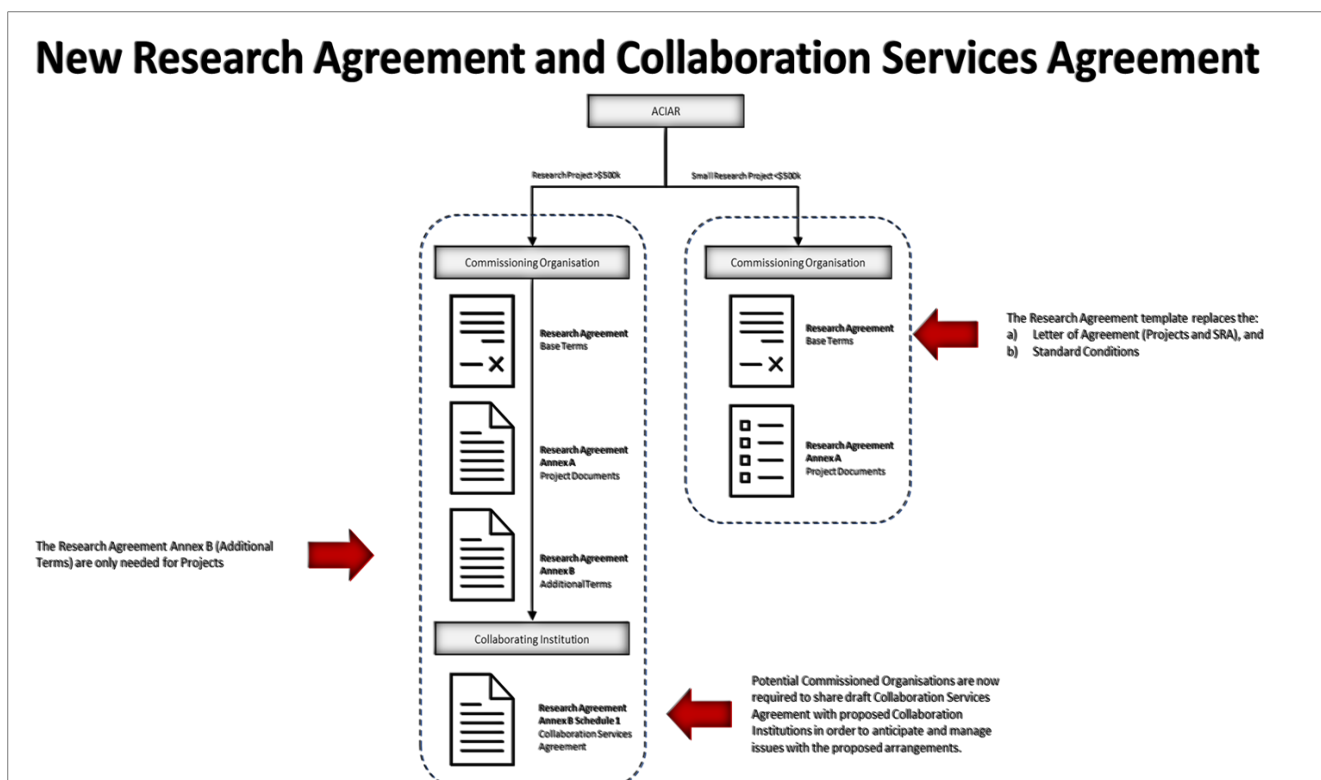


Figure 1 – Diagram of New Research Agreement and Collaboration Services Agreement structure

New 'Collaboration Services Agreement' Template

ACIAR has prepared the new **Collaboration Services Agreement** as a template Commissioned Organisations may wish to use to enter into agreements with in-country Collaborating Institution(s).

Should the Commissioned Organisation have an alternative template or a pre-existing agreement with Collaborating Institution(s), those agreements can be used as long as those agreements are:

- a) not inconsistent with the Research Agreement or otherwise place the Commissioned Organisation in breach of the Research Agreement, or
- b) substantially on the terms set out in the Collaboration Services Agreement template.

For Research Projects with multiple Collaborating Institutions, the Commissioned Organisation will need enter into a separate Collaborating Services Agreement, with each Collaborating Institution.

Commissioned Organisations are expected to:

- a) have executed or at a minimum received approval of the Collaboration Services Agreement or alternative agreement prior to entering into the Research Agreement, and
- b) provide copies of those signed Collaboration Services Agreement or alternative agreements within 1 month of ACIAR executing the Research Agreement.

This is important to ACIAR as we require confirmation that Collaborating Institution(s) have agreed to take part in the Research Project and that they will perform the services in a manner which allows the Commissioned Organisation meet their obligations to ACIAR and have established the administrative arrangements in order for them to receive and acquit project funding.

Getting it Prepared

ACIAR has made these templates available at <https://www.aciar.gov.au/project-tools/standard-contract-conditions-and-intellectual-property-policy> so that potential Commissioned Organisations and Collaborating Institutions can view and share these templates at any time during the project development cycle. The desired outcome is that these agreements have already been shared, considered and in-principle agreed by all the relevant parties, prior to a Project being approved by ACIAR.

Getting it Signed

The signing of the Research Agreement, Collaboration Services Agreement and any required international arrangements are expected to follow the below process:

1. ACIAR sends the final version of the Research Agreement and drafts of the Collaboration Services Agreement to the Commissioned Organisation.
2. Once the Commissioned Organisation is satisfied that executed or at least received substantive approval of all Collaboration Services Agreement, the Commissioned Organisation should sign the Research Agreement and return to ACIAR (electronic signing is acceptable).
3. ACIAR will then send the international arrangements to our host country partners for signing (where required).
4. Upon receipt of signed international arrangements, ACIAR will sign those arrangements.
5. ACIAR will then execute the Research Agreement and return a copy to the Commissioned Organisation. This signing date is considered the Commencement Date of the Research Agreement and the date upon which Project activities can commence.
6. The Commissioned Organisation then has 1 month to return to ACIAR, executed copies of all Collaboration Services Agreements.

If you have any questions about these new arrangements, please contact the Program Support Officer or Research Program Manager for your Research Project or the contact below.

CONTACT

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