

## Agreement Portal User Guide

<https://inteumweb.ohio.edu/InteumWeb/agreementportal/login.aspx>

Researchers can request an account by visiting the Agreement Portal site. All users are directed to log in using their OHIO ID and password. If you have not logged in to the Agreement Portal previously and do not have an account for the Inventor’s Portal, you will be prompted to request an account. The Agreement Portal admin will be notified when an account is requested and can approve or deny it.

Once the account is approved, you can log in and view any previous Non disclosure or Material Transfer Agreements you may already have. Alternatively, you can request a new agreement.

**Create Account**

Please confirm your contact information below or enter in the required fields to associate your account with a contact record.

Already have an account? [Login Here](#)

Please note that all fields marked with an asterisk (\*) are required.

User Name: \* Password: \*

Prefix: First Name: \* Middle Name: Last Name: \* Suffix:

Title: Main Department: Additional Departments: Citizenship:

Email Address \* Type: Personal Remove

Set as default email [Add another Email](#)

Phone Number: Type: Office Remove

Set as default Phone Number [Add another Phone Number](#)

- Agreements
- Request an Agreement
- Edit Profile

**Agreements**

Search Type: All

Title	Agreement ID	Party	Type	Status
Another sample			Materials Transfer Agreement	Draft
sample			Non Disclosure (Confidentiality) Agreement	Draft

## Agreements

The Agreements dashboard allows the user to see or search and filter for agreement records they have requested.

There are several statuses for requested agreements which appear in the dashboard.

STATUS	DESCRIPTION
<b>Active</b>	Agreement has been executed by all parties and terms are in effect.
<b>Active under UBMTA Terms</b>	Uniform Biological MTA terms active, when project is complete, review agreement for requirements related to the material.
<b>Draft</b>	Agreement has not been submitted for review.
<b>Expired</b>	Agreement is expired. Review agreement for surviving conditions.
<b>Hold</b>	Agreement negotiation is temporarily suspended.
<b>Never Executed</b>	Agreement negotiations ended without execution.

### Creating a new Agreement

Click "Request an Agreement".

When the window appears, type a title into the field and select the agreement type from the dropdown list. Titles should be clear and simple such as "NDA with Miller's Chicken" or "MTA with Ohio State University for Aesculus glabra". Then click "Create New Agreement".

Your Agreement will be saved as a draft until you are ready to submit it to the TTO.

The agreement should be requested by first adding the outside party or parties. Type the name of the party you wish to work with in the search box and click search.

If the company you are looking for does not appear, click the link just below to add a new Company. This information is very important to be accurate. Provide the full company name, address, and select the type of address (mailing or physical).

#### Other Parties

Find Company by Company Name:

Search Results:

**American Dairy Queen Corporation**  
7505 Metro Boulevard  
Edina, MN 55439 United States

[Add a new Company](#) if you cannot find the Company you are looking for.

### Outside Party Contact(s):

A primary contact for the outside party is required. The contact form **requires** the following information at minimum:

- First and last name
- Email address

### About the Agreement:

#### Non-Disclosure Agreements (Confidentiality)

To draft your agreement with an appropriate terms, the TTO will need to know what kind of information will be exchanged and why it is being exchanged. This statement does not need to be extremely detailed, but should be clear. If the agreement is to negotiate potential research projects, please provide the name of the project, project number or any grant information supporting the project. If the disclosure will be tied to an invention disclosure, please note the disclosure number or subject.

#### Materials Transfer Agreements

Please denote if Ohio University is receiving or providing the material and what that material is, if the material is biological in nature, if a transmittal fee is requested and when the agreement should terminate and when it should be effective. Finally, please provide a research statement explaining the use of the material. If it is used in conjunction with a grant or project, please note.

***Special questions for Providing Materials***

If OHIO is providing material, please note if the material was not developed at Ohio, but arrived from another lab or institution. This frequently occurs if biological material was transferred to OHIO from an international lab and another US institution would like to receive the material without it having to go through quarantine. Also, occasionally when a researcher accepts a position at another university, their materials will go with them and it must be transferred under an agreement.

**Edit Profile**

This section can be used to provide the Tech Transfer office with your most up to date contact information.