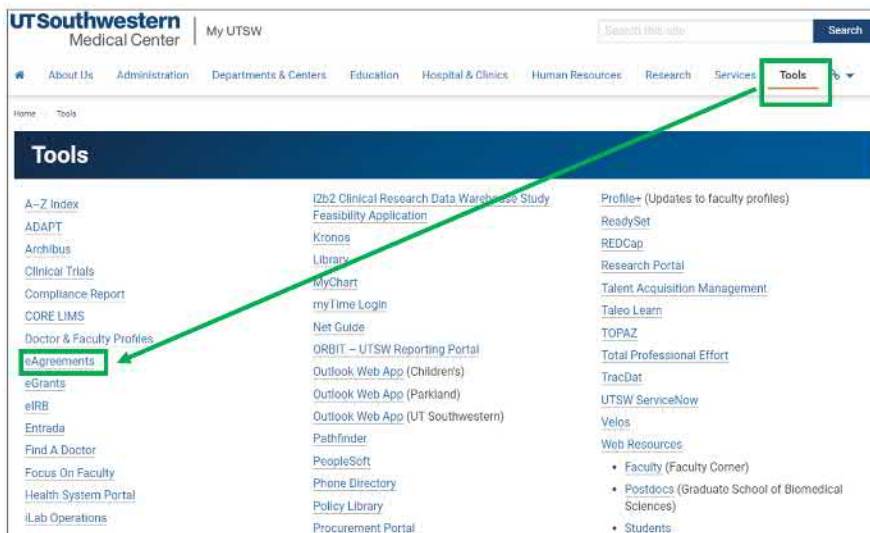
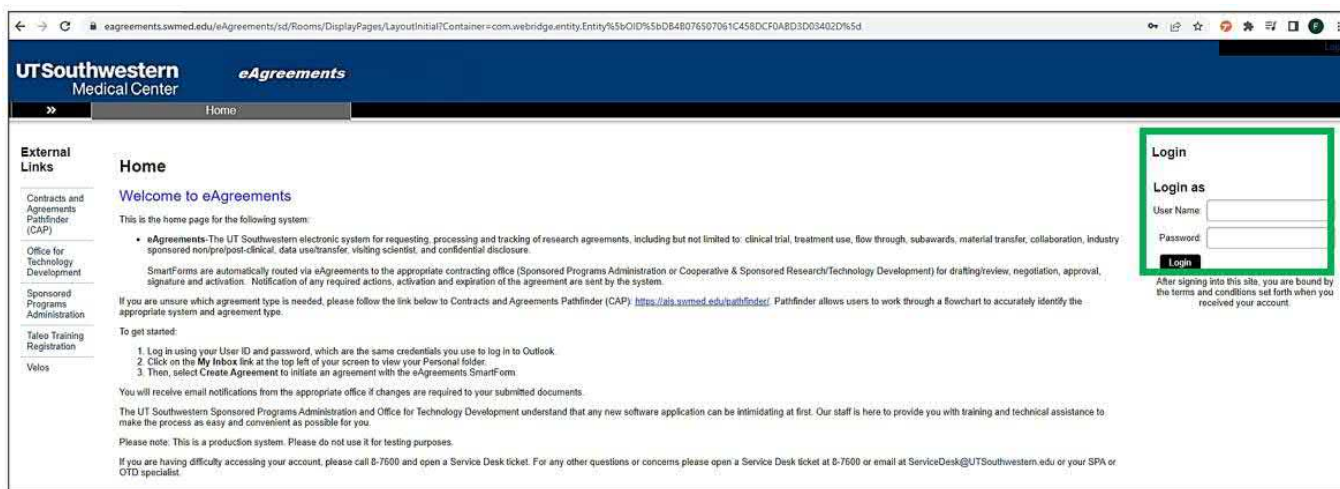


Q2. How do I initiate an agreement in eAgreements?

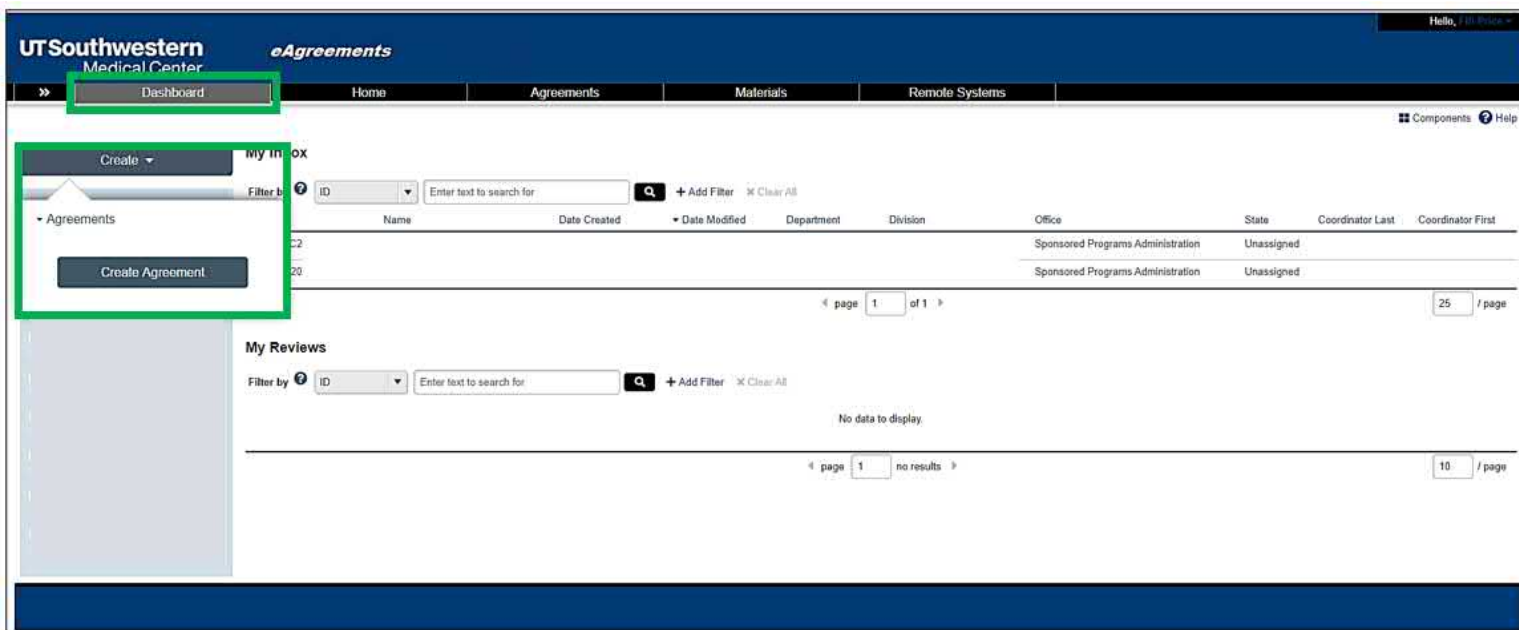
From the **Tools** page on the UTSW website, select **eAgreements**.



Log into [eAgreements](#) using your UTSW credentials.



Click **Create** to **Create Agreement**.



Fill in all required fields, as indicated by the red asterisk. Next, select the correct agreement under question **5.0 Agreement type**. This will automatically select that smart form to complete.

The screenshot shows the 'Agreement Upload' form with the following fields and their status:

- 1.0 Principal Investigator:** Required field, empty, with a green checkmark.
- 2.0 Entered by (Department Contact, Department Administrator, Study Coordinator, etc.):** Required field, empty, with a green checkmark.
- 2.1 Co-Investigator:** Required field, empty, with a green checkmark.
- 3.0 If you have an agreement draft, upload it here. Otherwise, check the "UT Southwestern to generate first draft" box:** Required field, empty, with a green checkmark.
- UT Southwestern to generate first draft?** Unchecked checkbox.
- 4.0 Provide a short name for the agreement:** Required field, empty, with a green checkmark.
- 5.0 Agreement type:** Required field, dropdown menu open, with a green checkmark. The dropdown list includes:
 - Data Use Agreement
 - Sponsored Research Agreement
 - Collaboration Research Agreement
 - Confidential Disclosure Agreement
 - Flow Through
 - Subaward
 - Clinical Trial Master Agreement
 - Clinical Trial Agreement
 - Treatment Use Agreement (Compassionate Use)
 - Clinical Trial Subcontract
 - Visiting Scientist Agreement
 - Master Research Agreement
 - Other Agreement
 - Multiple Material Transfer Agreement
 - Research Service Agreement
 - Grant Award Agreement
 - SPA Miscellaneous Agreement
 - Industry Flow Through Agreement

Continue through each page of the smart form to submit your agreement in eAgreements.

On the last page of the form, click **Submit** and the agreement will route to SPA for review.

There are additional aids and walkthrough explanations of the contract agreement types housed in the [Help Center](#) on the **Agreements** homepage.

The screenshot shows the 'Agreements' homepage with the 'Help Center' link highlighted. Below the navigation bar, there is a table of quick reference links.

Name	Description
Agreement State Transitions	UTSW eAgreements State Transitions
Agreement Types	UTSW Agreement Types
Agreements Researcher's Guide	A guide for researchers and agreement submitters that includes steps for submitting a new agreement or amendment and responding to reviewer clarification requests.
Agreements Reviewer's Guide	A guide for those assigned to review an agreement that includes steps for submitting an ancillary review.
Agreements Staff Guide	A guide for Agreements office staff that includes the Agreements workflow along with steps for tracking and managing reviews and finalizing agreements.
Clinical Trial Agreement Submission Guide	UTSW Clinical Trial Agreement Submission Guide
Clinical Trial Master Agreement Submission Guide	UTSW Clinical Trial Master Agreement Submission Guide
Clinical Trial Subcontract Submission Guide	UTSW Clinical Trial Subcontract Submission Guide
Collaboration Research Agreement Submission Guide	UTSW Collaboration Research Agreement Submission Guide
Confidential Disclosure Agreement Submission Guide	UTSW Confidential Disclosure Agreement Submission Guide
Data Use Agreement Submission Guide	UTSW Data Use Agreement Submission Guide
Flow Through Agreement Submission Guide	UTSW Flow Through Agreement Submission Guide
Grant Award Agreement Submission Guide	UTSW Grant Award Agreement Submission Guide
Industry Flow Through Agreement	Industry Flow Through Agreement
Material Transfer Agreement - Providing Submission Guide	UTSW Material Transfer Agreement - Providing Submission Guide
Material Transfer Agreement - Receiving Submission Guide	UTSW Material Transfer Agreement - Receiving Submission Guide
Research Service Agreement Submission Guide	UTSW Research Service Agreement Submission Guide
Sponsored Research Agreement Submission Guide	UTSW Sponsored Research Agreement Submission Guide
Subaward Agreement Submission Guide	UTSW Subaward Agreement Submission Guide
Treatment Use Agreement Submission Guide	UTSW Treatment Use Agreement Submission Guide
Visiting Scientist Agreement Submission Guide	UTSW Visiting Scientist Agreement Submission Guide