# ACTRI MOU

## Agreement Overview

This document represents a Memorandum of Understanding (“MOU” or “Agreement”) between the ACTRI and the requesting ACTRI Member/Principal Investigator (“Service Requestor”) for providing ACTRI resources and services. Outlined below are the ACTRI’s use requirements and our service expectations. We look forward to working with you.

## Eligibility Criteria

ACTRI membership is required in order to receive the services covered under this Agreement. Investigators whose membership is pending may request support. Applications and requirements for membership are found at <https://medschool.ucsd.edu/research/actri/about/membership/Pages/default.aspx>.

## Scope of Service

This Agreement covers all resources and services offered by the ACTRI. Individual units may have supplemental MOUs or Service Level Agreements (SLAs) that might provide additional information. Any services provided are based on the needs of the Project, feasibility and availability of resources and are dependent on unit-specific SLAs where appropriate. Cost of ACTRI services are paid for through individual funds or via an ACTRI voucher, which are available at <https://medschool.ucsd.edu/research/actri/funding/Pages/CTRIVouchers.aspx>.

## ACTRI Responsibilities

ACTRI responsibilities and/or requirements to support this project include:

* Respond to service request within 5 business days by contacting the PI or research unit.
* Inform Service Requestor about current project queue for the unit.
* Provide services in a reasonable period of time based on availability of resources.

## Service Requestor Responsibilities

Your responsibilities and/or requirements in support of this Agreement include:

* Include the following citation in manuscripts and/or publications that result from projects using ACTRI services (including vouchers or pre-award support without cost to the PI):

"The project described was partially supported by the National Institutes of Health, Grant UL1TR001442. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH."

* Comply with all NIH requirements, including access of data in public databases like dbGAP, when appropriate.
* Submit service requests via the ACTRI Service Request webform.

Contact Fund Manager for chart string (i.e., index) to pay for services received and any remaining balances after voucher is depleted (if applicable).

* Review and adhere to specific guidelines/policies provided by each ACTRI unit as part of their service request/delivery process.

I understand and agree to the terms of this Memorandum of Understanding.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_