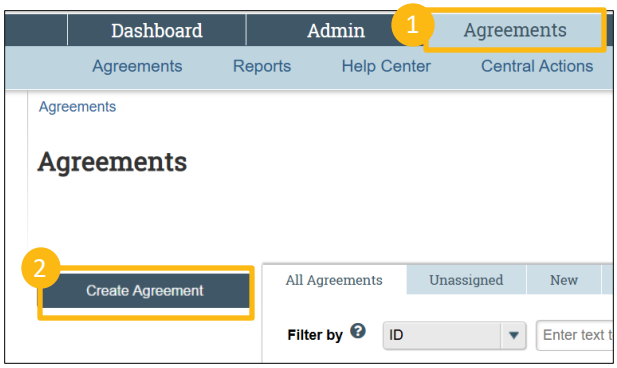
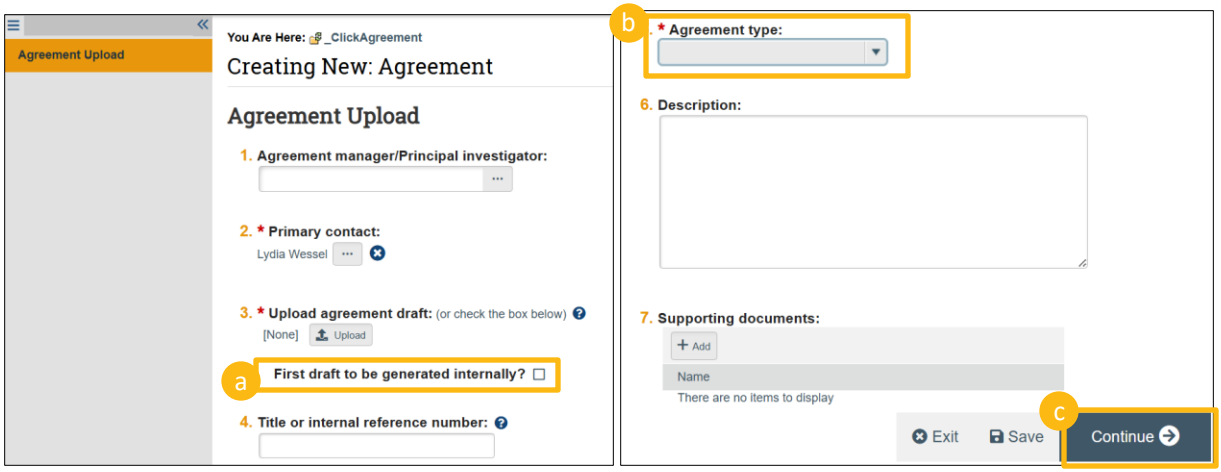
Create and Submit a Non-Funded Agreement

Non-funded agreements may include Material Transfer Agreements (MTAs), Data Use agreements (DUAs), or Confidential Disclosure Agreements (CDAs).

1. **From the homepage, click the Agreements tab and then click Create Agreement.**

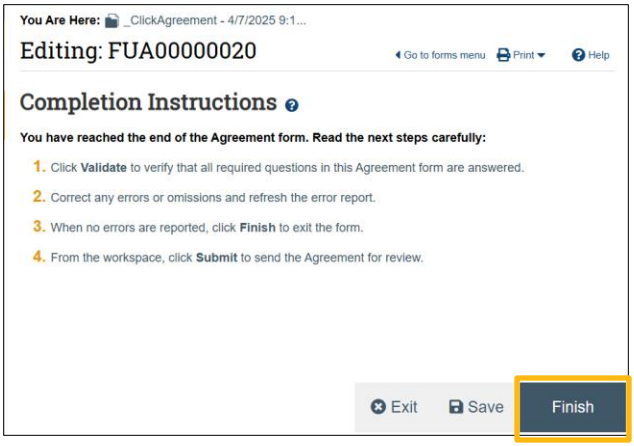


2. **Complete all necessary fields (required fields are indicated by the red star) on the Agreement Upload page.**
   a. **For question 3, if the agreement document has already been drafted, attach it by clicking the Upload button. However, if OSP will create the first draft of the agreement, check the "First draft to be generated internally?" box instead.**
   b. **For question 5, select the appropriate non-funded agreement type.**
   c. **After completing this page, click Continue and enter the necessary information in the following pages.**



Depending on the agreement type you have selected, various agreement type-specific pages will appear for completion.

3. **On the last page, follow the completion instructions and click Finish.**



4. **From the agreement workspace, click Submit. Then click Ok to submit the non-funded agreement.**

