




May 11, 2018

**MEMORANDUM**

**TO:** Vice Presidents  
Chancellors

**FROM:** Vassilis L. Syrmos   
Vice President for Research and Innovation

**SUBJECT: Review and Negotiation of UH Research-Related Agreements**

To further promote the efficiency and effectiveness of our services, we have reviewed our operations and decided to realign service delivery of the review and negotiation of research-related agreements as follows effective as of June 1, 2018:

The review and negotiation of all material transfer agreements (MTA) and non-disclosure agreements (NDA) will be transferred from the Office of Export Controls (OEC) to the Office of Innovation and Commercialization (OIC). For questions regarding MTAs, please contact [uhmta@hawaii.edu](mailto:uhmta@hawaii.edu), and for NDAs, please contact [uhnda@hawaii.edu](mailto:uhnda@hawaii.edu).

All review and negotiation of research-related Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), Letters of Intent (LOIs), Letters of Intent Agreements (LOAs), Unfunded Research Agreements, Teaming Agreements, etc. will be transferred from the Office of Export Controls (OEC) to the Office of the Vice President for Research and Innovation (OVPRI) Administrative Operations. For questions, please contact the OVPRI at [uhovpri@hawaii.edu](mailto:uhovpri@hawaii.edu).

The review and negotiation of Data Use Agreements (DUAs) and Data Sharing Agreements (DSAs) will be performed by the the Office of the Vice President for Information and Technology and Chief Information Officer (OVPIT/CIO). For questions regarding DUAs and DSAs, please contact the OVPIT/CIO at (808) 956-3501.

The Office of Research Services (ORS) will continue to be responsible for review, negotiation and execution of sponsored industry research agreements between the University of Hawai'i and external, private industry sponsors.

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Please forward this information to the appropriate administrators and personnel within your campuses and offices. If you have any questions, please do not hesitate to contact me at (808) 956-5006. Thank you for your attention to this matter.

c: David Lassner, President  
Carrie Okinaga, Vice President for Legal Affairs and University General Counsel  
Presley Pang, Associate General Counsel, OVPLA/UGC  
Darren Suzuki, Interim Director, Office of Risk Management  
David Ai, Chief Innovation Officer & Director, Office of Innovation and Commercialization  
Victoria Rivera, Interim Director, Office of Research Compliance  
Darcie Yoshinaga, Interim Director, Office of Research Services  
Lenny Gouveia, Manager, Office of Export Controls, ORC