

# Agreements and Contracts Titling - University Records

Executed and signed contracts and agreements are considered vital records as they document the University's legal obligations in relation to various projects, intellectual property rights, property ownership and so on.

ANU Legal Office has developed a contract/agreement titling convention for individual contracts and agreements. It is for use by University staff when contributing contracts and agreements to the ERMS.

The titling convention for a contract or agreement is:

**<ANU party>-<other party>-<date of execution (signed)> –<content description>- <type of agreement>;**

The titling convention includes the following elements which are separated by dashes:

- **<ANU party>:** The name of the University organisation or individual who is entering into a contract or agreement
- **<other party>:** The name of the organisation or individual who is entering into a contract or agreement with ANU or an ANU organisation/individual
- **<date of execution (signed)>:** Enter the date the contract/agreement was signed (executed) expressed in the international date format YYYY-MM-DD
- **<content description>:** Enter the name or content of the contract/agreement.
- **<type of agreement>:** Select and enter the contract/agreement type from the list below

## Type of Contract /Agreement List

- Agency
- Commercial Joint Venture
- Commercial Law
- Commercialisation (Incl. of ARC and NHMRC research)
- Competition T & C
- Confidentiality
- Consortium (Use for multi-institutional collaborations)
- Consortium
- Contract
- Contractor (use for external contractor engaged by ANU)
- Conveyancing
- Employment (Do not use for contractors or consultancy)
- Endowment (Funding (Do not use for research grants or funding)
- Hire (Use for equipment, buildings etc. but not people – use Employment)
- Incorporation
- Insurance
- International Institutional Collaboration (Do not use where main focus is research, student

exchange or MOU)

- IP Assignment by ANU
- IP Assignment by Staff Member
- IP Assignment by Student
- IP License
- IT Procurement
- Lease
- Linkage Grant
- Loan/Gift
- Material Transfer
- MOU (Do not use for Student MOUs)
- Non-Disclosure Agreement
- Non-Research Consultancy Services
- Non-research Services
- Novation
- Occupier License
- Property Licence
- Publications
- Publishing
- Research Collaboration (e.g. where both parties are participating in the research)
- Research Consultancy (e.g. for fully funded commercial research)
- Research Grant (Including ARC, HMRC etc.)
- Research Joint Venture
- Research Services
- Residential Halls & Colleges (Do not use where falls into another specific category e.g. hire)
- Review
- Sale/Purchase
- Scholarships
- Shareholder
- Software Agreement
- Sponsorship
- Student Exchange
- Student MOU
- Student Placement
- Term Sheet
- Termination
- Testing Agreement
- Trademark or brand