

IOWA STATE UNIVERSITY

2013 FIELD TRIAL GUIDELINES AND PROCEDURES

Definition: A Field Trial is defined as an evaluation of a sponsor's material in an agricultural field, greenhouse, or growth chamber trial, where the sponsor provides both the material and the evaluation protocol. A Field Trial does not include any other sponsor materials or products (e.g., equipment, etc.). Field Trials do not include field trials conducted for the purpose or furtherance of basic research.

<http://www.vpresearch.iastate.edu/index.cfm?nodeID=48337&audienceID=1>

Types of Field Trials:

1. **Confidential** – Sponsor product to be tested is generally in the pre-commercial stage. A full research agreement, including language on confidentiality, publication, and intellectual property, is required.
 - a. ISU has existing master Field Trial agreements with Bayer Crop Science, Dow AgroSciences, Monsanto Company and Syngenta Crop Protection. Individual confidential projects under these agreements are added through a “service order” or short “project description” that is signed by ISU and the sponsor.
 - b. Agreements for other confidential Field Trials vary by sponsor. Some have a standard contract used for most projects. Others rely on ISU to develop the agreement.
2. **Non-Confidential** – Sponsor product to be tested is generally a commercial product and contracting requirements are less stringent. A sponsor typically wants the data/results of the study, but no limits are placed on publication, and intellectual property is not expected to result from the project. For non-confidential Field Trials, ISU sends the sponsor a letter acknowledging the project or uses a simplified agreement for documentation, depending on the sponsor’s needs.

GoldSheet Guidelines:

1. Field Trial projects require a GoldSheet (and not the ISU Foundation Cardinal Sheet). OIPTT-Industry Contracts manages the contract process after the GoldSheet is approved by OSPA. Contact industry-contracts@iastate.edu or 515-294-4740 for assistance.
2. **Genetically Modified Organisms/rDNA:** With the prevalence of Round-up Ready, Bt and other GMO crop varieties, the risks involved with traditional Field Trials are not the same as other types of research involving recombinant DNA. Industry Contracts, the Office of Responsible Research, and OSPA have agreed on the following process for GoldSheets involving Field Trials using pre-commercial (i.e. approved but not sold to farmers) or commercial GMO/rDNA:
 - a. Please indicate (check the box) on the GoldSheet that the project involves rDNA.
 - b. In the field where the IBC LOG # is usually listed, insert the word “marketed.” This code word will indicate to the IBC Administrator/Coordinator that the project uses a GMO approved by the USDA so further IBC approval is not needed (i.e. additional IBC paperwork will not be required).
3. Budget: Developing budgets for Field Trials can be challenging due to the nature of these projects. For Non-Confidential trials (see page 1 for definition), you can list the entire budget amount in ‘Other: Other’. For Confidential (see page 1) trials, use a simplified budget such as the one shown on the right.
4. A 15% indirect cost rate (of total direct costs) applies to all Field Trials (<http://www.vpresearch.iastate.edu/index.cfm?nodeID=48337&audienceID=1>).
5. If the project is ready for an agreement, indicate in the Notes section that Industry-Contracts should initiate an agreement. Provide the name and contact information (including email address and phone number if available) for the contact person at the sponsor.
6. If the agreement must be signed prior to materials being sent from the sponsor, indicate that in the Notes section and identify the important dates (e.g., planting).
7. If a check has been sent, attach a copy to the GoldSheet. Departments should forward the actual checks to Sponsored Programs Accounting with a note stating the related GoldSheet number and account number.

Field Trial Budget	
Company Trial title or number(s)	Amount
Personnel costs	
Research associate – salary	
- benefits	
Hourly labor	
- benefits	
Land rent	
Field supplies	
Travel	
Other	
<i>Subtotal</i>	
Indirect costs (15%)	
TOTAL	

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8. **Account Types:** There are three different account set-up options available for field trial agreements.
- Regular Account** – this account type includes most research agreements set up in SPA with a single account number for a single agreement which ends when the agreement terminates.
 - Various Sponsor Account** – this account type can include multiple, separate field trial agreements from different sponsors and the account can remain open for as long as the PI is conducting field trials.
 - Single Sponsor Account** – this account type can include multiple field trials under separate agreements from one sponsor and the account can remain open for as long as the PI is conducting field trials.

Account Qualifications

Regular Account - Any field trial agreements which do not meet the requirements of the various sponsor account or single sponsor account will be set up as a regular account.

Various Sponsor Account - in order for a field trial agreement to qualify for a various sponsor account, the agreement must meet the following criteria:

- The agreement may not include any confidentiality clauses or restrictions on publications.
- ISU must either receive the full payment once the agreement is signed or receive payment in full after Sponsored Programs Accounting sends an invoice for the full amount.
- Projects must be fixed price contracts, not cost reimbursable.
- Projects must not have financial reporting or deadline requirements.
- Projects must not have cost share requirements.
- Payment must not be dependent upon deliverables, meaning that payment could be withheld as leverage for meeting deliverables.

Single Sponsor Account – in order for a field trial agreement to qualify for a single sponsor account, the agreement must meet the following criteria:

- ISU must either receive the full payment once the agreement is signed or receive payment in full after Sponsored Programs Accounting sends an invoice for the full amount.
- Projects must be fixed price contracts, not cost reimbursable.
- Projects must not have financial reporting or deadline requirements.
- Projects must not have cost share requirements.
- Payment must not be dependent upon deliverables, meaning that payment could be withheld as leverage for meeting deliverables.

Note: *the only distinction between various sponsor accounts and single sponsor accounts is that single sponsor accounts can include agreements with confidentiality clauses or restrictions on publications.*

Account Administration

If SPA has reconciliation issues with a various industry or single industry accounts, the account will be closed and future field trials will be set up as regular accounts.

Some field trial agreements are subject to a termination clause which states that the sponsor is only responsible for paying actual expenses incurred through a specified date if the field trial agreement is cancelled. If that occurs, the PI will be responsible for identifying all of the expenses associated with that particular field trial agreement so that SPA can return funds to the sponsor.

PIs interested in using a various or single industry account for field trials, should follow these steps:

- When the first project is initiated, make a note on the GoldSheet requesting a various or single sponsor account.
- If the PI has an active various or single sponsor account he/she would like to use, provide the account number on the GoldSheet (page 1) under “Funding Information: Previous ISU Account Number.”
- Ask the sponsor to include the GoldSheet number when remitting payment so SPA can apply the payment to the correct field trial account.