



Field Trial Guidelines and Procedures . . .

Definition: A Field Trial is an evaluation of a sponsor's material in an agricultural field, greenhouse, or growth chamber, 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

- **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.
 - ISU has existing master Field Trial agreements with Bayer Crop Science, BASF, 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.
 - 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.
- **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

- Field Trial projects require a GoldSheet. OIPTT Industry Contracts manages the contract process after the GoldSheet is approved by OSPA.
- Budget: Use the “Loaded BOB” budget template, available at <http://www.ospa.iastate.edu/forms>. The entire direct budget amount may be listed in “Other: Other” unless the sponsor requires more detail.
- A 15% indirect cost rate (of total direct costs) applies to all Field Trials.
- Genetically Modified Organisms/rDNA: Contact OIPTT Industry Contracts for guidance if the trial includes pre-commercial GMO/rDNA.
- If the project is ready for an agreement, indicate in the Notes section that OIPTT Industry Contracts should initiate an agreement. Provide the name, email address, and phone number (if available) for the contact person at the sponsor.
- 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 deadlines).
- If a check has been sent, attach a copy to the GoldSheet. Departments should forward the actual checks to Sponsored Programs Accounting noting the related GoldSheet number and account number, if known.

Account Types and Criteria

There are three different account set-up options available for field trial agreements.

- Field Trial-Variious 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 conducts field trials.
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** - 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 conducts field trials.
Criteria: All of the criteria of various sponsor accounts apply except that single sponsor accounts can include agreements with confidentiality clauses or restrictions on publications.
- 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.
Criteria: Any field trial agreement that does not meet the requirements of the various sponsor account or single sponsor account will be set up as a regular account.

Account Administration

- If SPA has reconciliation issues with a field trial-various or single sponsor 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 that states 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 field trial-various or single sponsor account 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 field trial-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.

Contact Information

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| OIPTT Industry Contracts Team Dana Rewoldt, Lynne Mumm, May Wu, Peter Gudlewski, Leanna Harestad, Mary Bonvillain | industry-contracts@iastate.edu | 294-4740 |
| OSPA Proposals Team Sponsored Programs Accounting | ospa-proposals@iastate.edu spa@iastate.edu | 294-5225 294-4569 |