The Office of General Counsel has drafted Standard Template Agreements for campus use when (1) contracting for the procurement of goods and services; (2) allowing others to use university facilities; (3) releases and waivers for activities being held on or off campus; and (4) employment or visiting faculty. These Agreements have been designed to streamline the contracting process. Regardless of value, they may be signed by the authorized Brown representative provided no changes are made to them. Changes must be reviewed and approved by OGC.

Click on the link for Goods and Services templates below. In order to receive one of the other specific Standard Template Agreement, please contact OGC at 863-3122 or email nancy_diehl@brown.edu

Goods and Services

Purchase Order requirements
https://www.brown.edu/about/administration/policies/purchase-order-requirements

Professional Services Agreement
https://www.brown.edu/about/administration/controller/index.php?q=forms

Artist/Performer/Speaker

Consent to Distribute – Artistic Contributor

Guest Speaker Agreement

Permission to Use Images

Athletics

Head Coach Employment Agreement

(as of 11/06/2019)
Authorization for Records

Authorization for Release of Educational Records (FERPA)

Employment, Visiting Faculty or Academic Offerings

New Hire Letter (use for UHR)

Head Coach Employment Agreement (use for Athletics)

Research Fellow Agreement (use for ICERM)

Global Collaboration Agreement (use for The Mindfulness Center)

John Carter Brown Library

Fellowship Agreement – Multiple Payments

Fellowship Agreement – Single Payment

Medical School

AMS Clinical Training Agreement

Mindfulness Center

Corporate Program Agreement

Global Mindfulness Collaborative Agreement

Research

Outgoing Material Transfer Agreement

Use of Brown Facilities, Data or Materials

Acknowledgment of Prior Transfer of Equipment w/o Deed of Gift (entity)

Acknowledgment of Prior Transfer of Equipment w/o Deed of Gift (individual)

Facility Use Agreement

Facilities Use Agreement – Athletics Appendix

(as of 11/06/2019)
Use of Brown Facilities, Data or Materials (continued)

Facilities Use Agreement – Conference Addendum
Facilities Use Agreement – Exhibit A Standard
Lab Use Agreement
Unilateral Non-Disclosure Agreement
Material Transfer Agreement

Waiver, Release and Assumption of Risk
Club Sports Participation Release
Indoor Physical Activity Release
Minor Interns in Labs Release
Minor Volunteers in Labs Release
Outdoor Physical Activity Release
Brown in Washington Waiver
Student Organization Release
Summer Programs Physical Activity Release
Youth Halftime/Postgame Sports Participation

(as of 11/06/2019)