**Cooperative Research and Development Agreement (CRADA)**

**Letter of Intent**

The purpose of the Letter of Intent is to gather preliminary information from the EPA entity desiring to enter into a cooperative working relationship with one or more non-EPA collaborators to determine if a CRADA is appropriate and feasible. The information provided will be reviewed by the researcher’s management, FTTA staff, and the Office of General Counsel.

Please complete and email a signed (by the delegated authority in your organization) copy to:

Kathleen Graham, FTTA Coordinator, graham.kathleen@epa.gov

1. Identify the EPA Center(s)/Office(s)/Region(s) that will be participating in this CRADA:
2. Identify proposed Cooperator(s):
3. Type of Cooperator: (Check all that apply)

Trade Association  Consortia  State/Local government  Non-Profit

University:  State  Private

Minority Owned Business

Woman Owned Business

Other (describe):

Corporation (size:  small)  mid-size  large

Number of Employees:

State or Country of Incorporation:

How long has the cooperator been in business:

Principal place of business:

Please identify parent corporation, if any, as well as parent’s State or Country of incorporation:

1. Which party initiated the collaboration?

EPA  Cooperator

If EPA initiated the collaboration, was the collaboration announced to the general public or the identified industry?

Yes. Where was it announced (give specific citation)?

No. Why was an announcement not practical? Or describe what was done to ensure fairness in the selection of the Cooperator:

1. Cooperator has the following arrangement(s) with EPA: (Check all that apply)

None

Contracts  Grants/Cooperative Agreements  CRADAs  Licenses

MTAs  Voluntary Partnership  Other (please specify):

5a. Are any of the ones checked above related to this proposed CRADA?

No  Yes (please explain):

1. Please describe the R&D to be conducted under the CRADA, including the collaboration involved and any possible intellectual property to be created (patents or copyrightable subject matter, such as software).

Patents  Intellectual Property

Software  Other Copyrightable Subject Matter

Other (describe):

Description of R&D:

1. Has the Cooperator been notified that the EPA may post non-sensitive or non-confidential information regarding this effort on the EPA web site and include information in outreach materials?

Yes  No

1. How long do you plan for the CRADA to last?
2. For the estimated duration of the CRADA, what is the Center’s proposed contribution toward R&D activities to be conducted under the CRADA? (Check all that apply):

Patent, copyright or Trademark rights/licenses

Technical Assistance  Facilities  Supplies  Center Studies

Contractor Support  Modeling  Field Work/Sampling

Durable Equipment to be retained by Cooperator  Other (please describe):

1. For the estimated duration of the CRADA, what is the Center’s proposed FTE contribution toward R&D activities to be conducted under the CRADA?

Full-time equivalent EPA estimate (over life of agreement):

Researcher name(s):

1. For the estimated duration of the CRADA, what is the Cooperator’s proposed contribution toward R&D activities to be conducted under the CRADA? (Check all that apply):

Patent, copyright or Trademark rights/licenses

Technical Assistance  Facilities  Supplies  Funds

Center Studies  Contractor Support  Other (please specify):

Modeling  Field Work/Sampling

Durable Equipment to be retained by Cooperator

1. Estimate the Cooperator’s and EPA’s cash and in-kind contributions to the CRADA.

Value of EPA’s estimated total contribution (in-kind): $

Value of Cooperator’s estimated contribution (in-kind): $

Cooperator’s cash contribution to EPA: $

Cooperator’s total contribution (cash and in-kind): $

1. How will any funds received be used under the CRADA? (Check all that apply)

N/A (No funds to be received from cooperator)

Travel  Supplies  Personnel expenses

Center expenses  Support to contractor

Other (please describe):

1. Describe the potential benefits that the Center or the Agency will derive from the CRADA in the future, including any intellectual property rights/licenses.
2. Describe the potential benefit that the Cooperator will derive from the CRADA, including any intellectual property rights/licenses.
3. Which of EPA’s strategic goals does the purpose of this research support? (Please identify the goal and describe the purpose).
4. Identify any EPA Program Office(s) or Region(s) that could be affected or benefit by this CRADA:

EPA Program Office(s):

EPA Region(s):

Questions 18 – 20 only apply to ORD.

1. Is this research reflected in a specific Office or Regional research or science plan? If so, which plan?
2. What National Research Program does this work address?

None

Air & Energy (AE)  Chemical Safety for Sustainability (CSS)

Homeland Security (HS)  Health & Environmental Risk Assessment (HHRA)

Safe & Sustainable Water Resources (SSWR)

Sustainable & Healthy Communities (SHC)

Other (please specify):

1. Under which Strategic Research Action Plan (StRAP) will this CRADA fall and which Topic does this work address?

Air & Energy (AE)

Topic 1  Topic 2  Topic 3  Topic 4  Topic 5

Chemical Safety for Sustainability (CSS)

Topic 1  Topic 2  Topic 3  Topic 4  Topic 5

Homeland Security (HS)

Topic 1  Topic 2  Topic 3

Health & Environmental Risk Assessment (HHRA)

Topic 1  Topic 2  Topic 3  Topic 4

Safe & Sustainable Water Resources (SSWR)

Topic 1  Topic 2  Topic 3

Sustainable & Healthy Communities (SHC)

Topic 1  Topic 2  Topic 3  Topic 4

1. The EPA Center must coordinate on matters related to Quality Assurance with their QA Specialist.

A QARF has been signed by the center/office/division Quality Assurance Manager.

Select appropriate response below.

The Center will develop/has developed a Quality Assurance Plan in coordination with the Quality Assurance Specialist.

No QA requirements are needed.

1. To the best of your knowledge, are there any implications for current, pending, or prospective EPA: (Check all that apply)

Regulations

Licenses

Permits

Compliance or Enforcement Actions

Litigation

Sensitive Issues

Not Applicable

If any are checked, please describe:

1. If the data or material that is being transferred constitute human subjects research, please visit the following intranet site to determine if your project needs review and approval by the HSRRO. <https://intranet.ord.epa.gov/human-subject-research/hsr-projects-review>
2. If the data or material that is being transferred involve life sciences research or more specifically, any of the select agents or toxins listed and/or the definitions provided in EPA Order 1000.19 *Policy and Procedures for Managing Dual Use Research of Concern*, then Principal Investigators should consult EPA’s Institutional Contact for Dual Use Research of Concern (ICDUR) at [DURC@epa.gov](mailto:DURC@epa.gov) before completing the following section. If not, then check the first box below. For information about DURC and EPA Order 1000.19, please visit: <https://intranet.ord.epa.gov/homeland-security/dual-use-research-concern-durc-policies>.

This research does not meet any of the definitions of Dual Use Research of Concern (DURC) and no additional review or oversight are required. The PI must report to the ICDUR any results or changes in the research that meet any of the definitions of DURC.

This research meets one or more definitions of DURC and requires additional oversight under the *USG Policy for Institutional Oversight of DURC*. The parties to this Agreement are required to comply with EPA Order 1000.19, *Policy and Procedures for Managing Dual Use Research of Concern.*

For questions regarding this proposed CRADA, contact:

Name:

Phone:

**SIGNATURE**

I assert and attest that this Cooperative Research and Development Agreement (CRADA) effort has received clearance from the US EPA Human Subjects Experts where applicable (refer to Item 21).

I assert and attest that this Cooperative Research and Development Agreement (CRADA) effort is in compliance with the DURC Policy (September, 2014) and certify that parties to any FTTA Agreement each have a DURC review process in place (ICDUR, IRE, and reporting capability) before moving ahead with a FTTA Agreement. (refer to item 22).

**ORD ONLY** - StRAP and MATRIX INTERFACE COORDINATION: I assert and attest that this Cooperative Research and Development Agreement (CRADA) effort has been discussed with appropriate staff of the applicable National Program Director.

Signature of Center Director or equivalent:

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Name: Date

Title: