

SCHOOL OF MEDICINE CONTRACTS CHECKLIST PAGE

[] All Research Contracts

<u>Multicenter study?</u>	[] Yes	[] No
<u>Investigator-initiated?</u>	[] Yes	[] No
<u>Clinical research?</u>	[] Yes	[] No
<u>Basic research?</u>	[] Yes	[] No
<u>Financial Interest in the Research or Sponsor?</u>	[] Yes	[] No
<u>Proposal Approval Sheet (Goldenrod, signed by PI and Department Chair)</u>	[] Yes	[] No
<u>Internal Budget (showing salaries, fringes, F&A and all other costs; F&A is 58% for on-grounds research; 26% for off-grounds research; see below for clinical trial budgets)</u>	[] Yes	[] No
<u>IRB Approval (if human study or patient data)</u>	[] Yes	[] No
<u>ACUC Approval (if animal study)</u>	[] Yes	[] No
<u>At Risk Request (SP-23 required)</u>	[] Yes	[] No
<u>Research Agreement or Clinical Trial Agreement (Word version needed for review; note that an agreement, signed by PI, will be needed after agreement has been reviewed and revised by Grants and Contracts Office)</u>	[] Yes	[] No

[] Clinical Trial - All of the above applicable to Research Contracts plus:

<u>Protocol (IRB protocol acceptable)</u>	[]
<u>Internal budget (25% F&A rate applies to Industry sponsors; 26% applies to Government sponsors)</u>	[]
<u>Billing Coverage Analysis (from Clinical Trials Office)</u>	[]
<u>Medical Center Equipment Approval (only if trial equipment to be located in Medical Center)</u>	[]

[] Confidentiality Agreement

<u>CDA Request Form</u> (PIs will need to submit when requesting the review of a CDA)	[]
<u>Confidentiality Agreement (Word version needed for review; note that an agreement signed by PI, will be needed after the agreement has been reviewed and revised by Grants and Contracts Office)</u>	[]

[] Individual Consulting Agreement (Note that consulting agreements between UVA and an outside entity are treated as sponsored research and require a goldenrod and internal budget.)

<u>Outside Activity Approval (signed by PI and Department Chair)</u>	[]
<u>Consulting Agreement (Word version needed for quick review; note that consulting agreements for faculty members acting individually are not negotiated by Grants and Contracts Office)</u>	[]

[] Material Transfer Agreement

Incoming Material:	
<u>Incoming Material Transfer Approval Sheet</u> (Note that name and PTAO are required in answer to Question 2.)	[]
Outgoing Material:	
<u>Outgoing Material Transfer Approval Sheet</u>	[]
<u>IRB approval/CDR approval if outgoing data</u>	[]

All Material Transfer Agreements:

<u>Brief statement of work (may be included in MTA request form, if there is enough room)</u>	[]
<u>MTA (Word version needed for review; note that an agreement signed by PI, will be needed after the agreement has been reviewed and revised by Grants and Contracts Office)</u>	[]

Proposal Approval Sheet (Goldenrod): <http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents> ;

CDA Request Form: <http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents/resolveuid/04d90f0ff3ec8be3d96fdc595cff0f49>

Outside Activity Approval Form and Consulting Policy: [Approval of Outside Activities Form 2014 - kjh format edits 8 5 14.docx](#)

Incoming Material Transfer Approval Sheet: <http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents/resolveuid/162316bdd60d18956cc5ecdbf0104013>

Outgoing Material Transfer Approval Sheet: <http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents/resolveuid/faca09fa9403d393ae778a3731fcf0f0>

