**SCHOOL OF MEDICINE CONTRACTS CHECKLIST PAGE**

### [ ] All Research Contracts

Multicenter study? [ ] Yes [ ] No
Investigator-initiated? [ ] Yes [ ] No
Clinical research? [ ] Yes [ ] No
Basic research? [ ] Yes [ ] No
Financial Interest in the Research or Sponsor? [ ] Yes [ ] No
Proposal Approval Sheet (Goldenrod, signed by PI and Department Chair) [ ] Yes [ ] No
Internal Budget (showing salaries, fringe, 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) [ ] Yes [ ] No
IRB Approval (if human study or patient data) [ ] Yes [ ] No [N/A]
ACUC Approval (if animal study) [ ] Yes [ ] No [N/A]
At Risk Request (SP-23 required) [ ] Yes [ ] No
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) [ ] Yes [ ] No

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

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

### [ ] Confidentiality Agreement

CDA Request Form
(PIs will need to submit when requesting the review of a CDA)
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)

### [ ] 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.)

Outside Activity Approval (signed by PI and Department Chair)
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)

### [ ] Material Transfer Agreement

**Incoming Material:**
Incoming Material Transfer Approval Sheet [ ]
(Note that name and PTAO are required in answer to Question 2.)

**Outgoing Material:**
Outgoing Material Transfer Approval Sheet [ ]
IRB approval/CDR approval if outgoing data [ ]

**All Material Transfer Agreements:**
Brief statement of work (may be included in MTA request form, if there is enough room) [ ]
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) [ ]

Proposal Approval Sheet (Goldenrod): [http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents](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/04d90f03ec8be3d96fd5595cf0fA9](http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents/resolveuid/04d90f03ec8be3d96fd5595cf0fA9)
Outside Activity Approval Form and Consulting Policy: [Approval of Outside Activities Form 2014 - kjh format edits 8 5 14.docx](http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents/resolveuid/162316b6d50d18956cc5ecdeb0104013)
Incoming Material Transfer Approval Sheet: [http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents/resolveuid/faca09fa9403d393ae778a3731fc0f0](http://www.medicine.virginia.edu/research/offices/research/research-forms-and-documents/resolveuid/faca09fa9403d393ae778a3731fc0f0)