

## **Spa's Procedure for Processing Clinical Trials**

1. College/Department/PI submits a complete proposal to SPA
2. SPA will review the proposal (budget and contract) within 5 business days. SPA will contact the PI and/or Administrator (Contact person on the FES) if there are problems with the proposal
3. Once the Proposal is complete you will receive a call from SPA to come pick up the proposal. In the file there will be copy of our letter to Office of the General Council (OGC) which is sent to along with Contract
4. SPA sends the Contract and Affirmation Memo to OGC once the we have reviewed the Contract with 5 business days
5. If the contract comes back APPROVED by OGC and
  - a. The Proposal is complete; SPA will obtain the necessary signatures and mail the contract back to the sponsor. A copy of the cover letter sent will also be sent to the PI.
  - b. The proposal is not complete; SPA will contact the PI and Administrator to remind them off what we still need and that the contract is approved but waiting for a complete proposal.
6. If the contract comes back NOT Approved by OGC
  - a. SPA handles all negotiations. SPA will email the sponsor with the requested changes. The PI and Administrator will be copied on the email
  - b. Once SPA receives a response to the requested changes, SPA will review the document, get input from the PI or department if necessary, and return the new contract back to OGC for review again. SPA will email the PI and Administrator when the contract is returned to OGC.
7. Once the University has signed off the contract and HIC is approved. The proposal will be turned over to Post-Award for an index establishment as an Internal Tentative.
8. Once SPA has received the original fully executed document, the contract will be sent to Post-Award for full establishment as an active award.