

Contract Checklist

Date: \_\_\_\_\_

PI: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Grant/Contract/Protocol Number: \_\_\_\_\_

Attached please find:

New                       Amendment                       Other Type of Contract

If new, provide proposal #: \_\_\_\_\_

If amendment, provide index #: \_\_\_\_\_

If other, list type (CDA, etc.): \_\_\_\_\_

2 Hard copies of Agreements    or     Agreement has been sent via email (preferred)

Hard copy of Affirmation Memo    or     Affirmation Memo has been sent via email (preferred)

IRB (If recently approved and available)

Sponsor Contact Information (or cover letter):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other (Please Describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_