Contract Intake Consolidation Application

A collaborative initiative comprising: Business Process Solutions, Office of Sponsored Research Administration, Joint Clinical Trials Office, University Counsel, Procurement and Information & Technology Services

1.11.16
Agenda

• History
• Opportunity
• Application
• Timeline
Spring of 2014 the Office of Sponsored Research Administration (OSRA) and Business Process Solutions (BPS) begin a collaborative process:

**Phase I:** Business process review
**Phase II:** Recommendations
**Phase III:** Implementation
Phase II: Recommendations

Research Community Feedback

CONTRACT INTAKE
PROCESS CONSOLIDATION

= HIGH PRIORITY  HIGH URGENCY

Full Support and Backing of Leadership
Opportunity

Faculty/Research Team Challenges:
- A listserv for every agreement type
- A routing form for every agreement type
- Unclear supporting documentation requirements
- Unclear ownership of different agreement types

Central Support Services Challenges:
- Not receiving all required documentation
- Receiving agreements belonging to other teams
- Unclear agreement types (title does not match content)
- Unclear agreement ownership/agreement passing
Information Gathering

January 2015 formation of a working group comprised of leadership from OSRA, JCTO and University Counsel

- **Met weekly for 12 months**
- Identified > 15 unique contract types
- Identified > 8 funding categories
- Mapped routing for all combinations
- Clarified agreement type ownership
- Presented findings to research leadership

- **Additional groups consulted**
  - Risk Management
  - Procurement
  - Scientific Core Management
Contract Types

Partial List of Agreement Types Identified:

- Clinical Trial Agreement
- Sponsored Research Agreement
- Confidential Disclosure Agreement
- Equipment Testing Agreement
- Data Use Agreement
- Material Transfer Agreement
- Visiting Professor/Student Agreement
- Purchasing Agreement
- Services/Consulting Agreement
- Cores Services Agreement
- Facility Use Agreement
- Biopharma Alliance Agreement
- Compassionate Use Agreement
- Amendment Agreement
- MINT Agreements (Minimally Invasive Technology)
Solution

Development of a consolidated Web-based contract intake application
User Benefits

Web Based Intake Application eliminates:

- Use of ERF for OSRA contracts
- Investigator need for routing clarification
- Investigator need for required document clarification
- Contract handoffs amongst central teams
- **Clear and timely evaluation of agreements that do not follow defined rules through a collaborative review process**
- Multiple contract type intake forms (MTA/DUA/SRA)
- Clinical Trial Synopsis Form (JCTO)
- **Investigators will submit only to Clinical Study Evaluation Committee (CSEC)**
Application Features

- All WCM staff and faculty can submit a contract request through the system; system utilizes the normal CWID and password
- PIs can see all contract requests submitted on his/her behalf
- DAs will be able to view all contracts submitted for their department
- All CTA requests will be routed automatically to the CSEC for completion of their intake process
- Immediately upon submission of the request, a notification will be sent to the submitter indicating where the request has been routed with contact info
- Should a contract request need to be routed to another team for processing, the submitter is notified of the change
- The final executed contract will be available through the tool for reference, and indicates completion of the contract request
Contract Intake Application Scope

General Contract Submissions*

Accommodates most agreement types. See list of exclusions below.

Biopharma Alliance Submissions

Biopharma Alliance Research Collaboration agreements submitted through the intake application must first be fully executed through the Biopharma Research Alliance Office.

Qatar Contractual Agreements

Exclusively for intake of Qatar research contracts submitted for additional review or final signatures. Users of this function will be limited to the Qatar central research contracts office.

*Exclusions:

- Philanthropic Research Funds
- Core Service agreements
- Visiting scientists/students
- Compassionate Use Agreements
- Grant Applications and Grant Sub-awards
- Facility Use Agreements
- MINT Agreements (Minimally Invasive Technology)
- Contract Amendments (Submit Non-Clinical Industry Amendments to: osra-contracts@med.cornell.edu)
## Contracts Intake Dashboard

This application has been developed to allow WCM clinical and basic faculty and/or investigators to submit contracts/agreements through a central tool to be routed to Central for appropriate management.

Use the General Contracts Submission function to submit all agreements to be negotiated and executed except the following Philanthropic monies for research. Core Service agreements, Visiting scientists/students, Compassionate Use Agreements, Grant Applications or Grant Sub-awards, Facility Use Agreement, MINT Agreement, Contract Amendments.

Your recent submission activity is displayed below.

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General Contracts Submission (New)
General Contracts Intake Form
Data Use Agreement Type Selected
Data Use Agreement Form
Submission Notification
Project Rollout Status

1. Application development is nearly complete
2. Pilot testing initiation begins 1/13/16
3. We are requesting early adopters for our pilot
4. Standard operating procedures are being developed
5. Once pilot testing and rollout is complete a link to the application will be available on all research related websites including OSRA, JCTO and Research Administration
6. Questions or interest in pilot participation? Contact the Office of Sponsored Research Administration at: osra-contracts@med.cornell.edu