

Solutions to Common Routing Errors

OCR – Industry Sponsored Contracts



**OFFICE OF CLINICAL RESEARCH
FOR INDIANA**

IU School of Medicine • IU Health • Indiana CTSI

Errors on the Proposal Development Document

- No budget amount filled in (CTA or Budget Amendment)
- Proposal Type incorrect
 - New for CTA/Subcontract
 - Supplement for Budget increase
 - Revision (except supplement) for PI Change
 - *If both PI Change and Budget increase, choose Supplement*
- Activity Type incorrect (Service/Other - not Research)
- Uncertainty on what to route via KC
 - New CTA/Subcontract with a budget
 - Amendment that increases Overall Budget
 - PI Change
- Routing locked by PI or Study Coordinator (Exit/Close Properly)
- Attachments (CTA/Amendment) not in Word Document for editing

Documents/Information to Fulfill Request

- Word Version – Agreement (CTA/Amendment)
- Budget (Draft Acceptable)
- Clear indication of funding source
- Informed Consent Document/ICF (Draft Acceptable)
- Protocol
- Sponsor Contact Information (Name/E-mail)