

## Procedures for Processing Agreements and Contracts

1. Investigators should acquire an electronic version of the agreement from the sponsor, so that proposed changes can be easily redlined.
2. Contact the LSUHSC [Office of Research Services](#) (Nicole Hammill) for information on [contract templates](#) and guidelines.
3. Review the agreement and make changes accordingly (please use Word's "track changes" function).
4. E-mail your revised version to Nicole Hammill ([Nbarro@lsuhsc.edu](mailto:Nbarro@lsuhsc.edu)) for additional review.
5. If necessary, Mrs. Hammill will send the agreement to the [Office of Technology Management](#) to make sure all of the intellectual property and patent clauses are acceptable.
6. The revised version will be sent back to you, at which time you should contact the sponsor and ask them if they will accept our changes.
7. If the sponsor cannot accept all or some of our changes, send the most recent version of the agreement back to Mrs. Hammill and ask them to negotiate with the sponsor.
8. Once the Office of Research Services and the sponsors come to an agreement, send the final version to the sponsor and ask them to sign it and return it to you for execution. Please inform our office if the sponsor will not sign before the institution. In this case, be sure to send a signed copy to our office upon signature by the sponsor.
9. Bring the agreement and supporting documentation to the Office of Research Services. The chart below provides information on what specific materials are needed.

Type of Agreement	Yellow Routing Sheet	Agreement	Payment Schedule	<a href="#">Expenditure Budget</a>	Budget	Protocol	Work Plan	Award Notice	Compliance Approvals (IRB/IACUC/IBC)	Copies of Original Agreement and Amendments	Copy of Original Proposal	COI & SFI form(s)	Once Fully Executed, How Originals Should be Distributed
Clinical Trial Agreement	X	X	X	X		X			X			X	1 – ORS 1 – Sponsored projects 1 – Department 1 – Sponsor
Research Agreement	X	X			X		X		X			X	1 – ORS 1 – Sponsored projects 1 – Department 1 – Sponsor
Grant Award Agreement	X	X			X		X	X	X			X (if not included with original grant application)	1 – ORS 1 – Sponsored projects 1 – Department 1 – Sponsor
Confidentiality Disclosure Agreement	X	X											1 – ORS 1 – Department 1 – Sponsor 1 – Office of Technology Management (electronic scan only)
Subcontract	X	X			X		X	X	X		X	X (if not included with original grant application)	1 – ORS 1 – Sponsored projects 1 – Department 1 – Sponsor
Amendments (to any type of agreement noted above)	X	X			X					X		X (SFI needed only for projects with an original award date on or after August 24, 2012)	1 – ORS 1 – Sponsored projects 1 – Department 1 – Sponsor

## LSUHSC-NO Office of Research Services

---

10. We will route the documents through Sponsored Projects, where the financial information will be reviewed, and will procure the signature of an institutional official. We will inform via e-mail the Principal Investigator and the person designated on the yellow routing sheet when the fully executed document is ready to be picked up.
11. We recommend that you obtain four (4) originals, so that the department has an original, our office has an original, the sponsor has an original, and Sponsored Projects has an original. Note that the Office of Research Services must have a fully executed original in our files.
12. Our office will send one (1) original to Sponsored Projects, who will establish a departmental account into which revenues from the study can be deposited and from which expenditures can be made.
13. We also recommend that, if there are human or animal subjects involved, the application to the [IRB](#) and/or [IACUC](#) be prepared concurrent to these contract negotiations, so that when the agreement is signed, the investigator can begin work immediately.
14. As a reminder, [IBC](#) review is required of all research projects including survey or chart review studies (this will confirm that the project is exempt from further IBC review). No new IRB and IACUC protocols will be given final approval until IBC approval has been received.