

LSUHSC-NO Office of Research Services

Procedures for Processing Agreements and Contracts

1. Investigator requests and receives an editable electronic version of the agreement from the sponsor.
2. If the sponsor does not have an existing agreement, contact Ann Clesi (aclesi@lsuhsc.edu) in LSUHSC [Office of Research Services](#) (ORS) for information on [contract templates](#) and guidelines.
3. Review the agreement and make changes accordingly (please use Word's "track changes" function).
 - If the agreement is for a study that includes UMC as a site, forward the agreement to Sara Pettit (sara.pettit@lcmchealth.org) for UMC review.
4. E-mail (or, if applicable, have Sara email) the revised version to Ann Clesi (aclesi@lsuhsc.edu) for ORS review.
5. If necessary, Ann 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 Ann and ask ORS to negotiate with the sponsor.
8. Once ORS and the sponsors come to an agreement, have the sponsor sign the final, negotiated version and return it to you for execution.
 - *If the sponsor will not sign before the institution, then route the agreement for institutional signature(s) as described below. In this case, be sure to send a fully-executed copy to our office after signature by the sponsor.*
9. Bring the agreement and supporting documentation to ORS. The chart below provides information on what specific materials are needed.

Type of Agreement	Yellow Routing Sheet	Agreement	Payment Schedule	Expenditure Budget	Budget	Protocol	Work Plan	Award Notice	Compliance Approvals (IRB/IACUC/IBC)	Copies of Original Agreement & Amendment	Copy of Original Proposal
Clinical Trial Agreement	X	X	X	X		X			X		
Research Agreement	X	X			X		X		X		
Grant Award Agreement	X	X			X		X	X	X		
Confidentiality Disclosure Agreement	X	X									
Subcontract	X	X			X		X	X	X		X
Amendments (to any type of agreement noted above)	X	X			X					X	

10. ORS will route the documents through Office Sponsored Projects (OSP), 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.

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11. Please obtain four fully-executed (4) originals: one copy each for the department, ORS, OSP and sponsor. Note that ORS **must** have a fully executed original in our files.
12. ORS 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 highly recommend that, if the research study under consideration involves human subjects, use of animals or biohazards, application(s) to the [IRB](#), [IACUC](#) and/or [IBC](#) be prepared concurrent to these contract negotiations, so that when the agreement is signed, the investigator can begin work immediately.