



Weill Cornell Medicine

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

History

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

History

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

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)**

Contract Intake Application Home Page

SharePoint Document Management Services

Home

Submit New Contract

- General Contract
- BioPharma Contract
- Qatar Contract

Contracts

- General Contracts
- BioPharma Alliance Contracts
- Qatar Contracts

Document Libraries

- General Contracts Document Library
- BioPharma Document Library
- Qatar Document Library

Help

- Contract Definitions

Recent

- Divisions List
- Departments

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.

General Contracts

ID	Agreement Type	Principal Investigator	Department	Sponsor	Route	Status	Submitted By	Date Submitted	View	Docs
254	Confidentiality	<input type="checkbox"/> Danielle Gaibor		3Derm System	OSRA	In-Progress	<input type="checkbox"/> Elizabeth Kislik	1/6/2016	View	
230	Confidentiality	<input type="checkbox"/> Xiaobo Fuld	Center For Reproductive Medicine And Infertility	A Breath Of Hope Lung Foundation	Central	In-Progress	<input type="checkbox"/> Aakash Jaiswal	12/3/2015	View	
251	Clinical Research/Trial/Registry	<input type="checkbox"/> Danielle Gaibor	Administration	National Academy Of Education	OSRA	In-Progress	<input type="checkbox"/> Elizabeth Kislik	12/31/2015	View	
246	Data Use	<input type="checkbox"/> Xiaobo Fuld	Brain And Mind Research Institute	Aastrom Biosciences, Inc.	OSRA	In-Progress	<input type="checkbox"/> Xiaobo Fuld	12/17/2015	View	
247	Confidentiality	<input type="checkbox"/> Xiaobo Fuld	Cardiothoracic Surgery	Aarhus United USA Inc.	JCTO	In-Progress	<input type="checkbox"/> Xiaobo Fuld	12/17/2015	View	
248	Clinical Research/Trial/Registry	<input type="checkbox"/> Danielle Gaibor	Administration		OSRA	In-Progress	<input type="checkbox"/> Elizabeth Kislik	12/31/2015	View	
249	Clinical Research/Trial/Registry	<input type="checkbox"/> Danielle Gaibor	Administration	National Cancer Institute	OSRA	In-Progress	<input type="checkbox"/> Elizabeth Kislik	12/31/2015	View	
250	Software Licensing	<input type="checkbox"/> Danielle Gaibor	Administration		ITS	In-Progress	<input type="checkbox"/> Elizabeth Kislik	12/31/2015	View	
245	Data Use	<input type="checkbox"/> Xiaobo Fuld	Capital Planning	A Breath Of Hope Lung Foundation	OSRA	In-Progress	<input type="checkbox"/> Xiaobo Fuld	12/16/2015	View	

General Contracts Submission (New)

Weill Cornell Research Contracts Submission

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.

ID	Agreement Type	Principal Investigator	Department	Sponsor	Route	Status	Submitted By	Date Submitted	View	Docs
254	Confidentiality	<input type="checkbox"/> Danielle Gaibor		3Derm System	OSRA	In-Progress	<input type="checkbox"/> Elizabeth Kislik	1/6/2016	View	
230	Confidentiality	<input type="checkbox"/> Xiaobo Fuld	Center For Reproductive Medicine And Infertility	A Breath Of Hope Lung Foundation	Central	In-Progress	<input type="checkbox"/> Aakash Jaiswal	12/3/2015	View	
251	Clinical Research/Trial/Registry	<input type="checkbox"/> Danielle Gaibor	Administration	National Academy Of Education	OSRA	In-Progress	<input type="checkbox"/> Elizabeth Kislik	12/31/2015	View	
246	Data Use	<input type="checkbox"/> Xiaobo Fuld	Brain And Mind Research Institute	Aastrom Biosciences, Inc.	OSRA	In-Progress	<input type="checkbox"/> Xiaobo Fuld	12/17/2015	View	
247	Confidentiality	<input type="checkbox"/> Xiaobo Fuld	Cardiothoracic Surgery	Aarhus United USA Inc.	JCTO	In-Progress	<input type="checkbox"/> Xiaobo Fuld	12/17/2015	View	
248	Clinical Research/Trial/Registry	<input type="checkbox"/> Danielle Gaibor	Administration		OSRA	In-Progress	<input type="checkbox"/> Elizabeth Kislik	12/31/2015	View	
249	Clinical Research/Trial/Registry	<input type="checkbox"/> Danielle Gaibor	Administration	National Cancer Institute	OSRA	In-Progress	<input type="checkbox"/> Elizabeth Kislik	12/31/2015	View	
250	Software Licensing	<input type="checkbox"/> Danielle Gaibor	Administration		ITS	In-Progress	<input type="checkbox"/> Elizabeth Kislik	12/31/2015	View	
245	Data Use	<input type="checkbox"/> Xiaobo Fuld	Capital Planning	A Breath Of Hope Lung Foundation	OSRA	In-Progress	<input type="checkbox"/> Xiaobo Fuld	12/16/2015	View	

General Contracts Intake Form

SharePoint Document Management Services

Home Submit New Contract General Contract BioPharma Contract Qatar Contract Contracts Document Libraries Help Recent Divisions List Departments

Weill Cornell Research Contracts Submission

Search this site

General Contracts Submission

- What is/will be the funding source for your research?
- Please Select an agreement type
Note : If an agreement type does not fit your request, please select "Other" for manual review.
- Are/will you be performing clinical research, including a clinical trial, observation study, or registry?

Primary Questionnaire Form

- Is/will your research be performed within a lab or facility of WCM/NYP?
- Is there a high likelihood that Intellectual Property (IP) will result from your research?
- Are you requesting to purchase or have you been requested to test the equipment?
- Are you requesting to purchase/trial software?
- Are you being requested by another institution or entity to send materials and/or IP?
- Are you being hired to provide specialized advice or services, or conduct research under the purview of your WCM employment, or to complete a specified scope of work using WCM resources-including personnel, space or equipment?
- Principal Investigator:
- Department
- Division

Note : Answering yes indicates that monies received through this agreement will be paid to WCM.

Data Use Agreement Type Selected

Weill Cornell Research Contracts Submission - General Contracts Submission - Internet Explorer

https://sharepoint.weill.cornell.edu/sites/contracts/SitePages/General%20Contracts%20Submission.aspx

SharePoint Document Management Services

Danielle Gaibor

BROWSE PAGE

SHARE FOLLOW EDIT

Weill Cornell Research Contracts Submission

- Home
- Submit New Contract
 - General Contract**
 - BioPharma Contract
 - Qatar Contract
- Contracts
 - General Contracts
 - BioPharma Alliance Contracts
 - Qatar Contracts
- Document Libraries
 - General Contracts Document Library
 - BioPharma Document Library
 - Qatar Document Library
- Help
 - Contract Definitions
- Recent
 - Divisions List
 - Departments

General Contracts Submission

1: What is/will be the funding source for your research?
Industry (for-profit)

2: Clinical Research/Trial/Registry
Confidentiality
Data Use
Equipment Purchase/Loan
Material Transfer
Service (includes institutional consulting/advisory services)
Software Licensing
Sponsored Research
Other

3:

Primary Questionnaire Form

4: Is/will your research be performed within a lab or facility of WCM/NYP? No

5: Is there a high likelihood that Intellectual Property (IP) will result from your research? No

6: Are you requesting to purchase or have you been requested to test the equipment? No

7: Are you requesting to purchase/trial software? No

8: Are you being requested by another institution or entity to send materials and/or IP? No

9: Are you being hired to provide specialized advice or services, or conduct research under the purview of your WCM employment, or to complete a specified scope of work using WCM resources-including personnel, space or equipment? No

Note: Answering yes indicates that monies received through this agreement will be paid to WCM.

10: Principal Investigator: Danielle Gaibor

11: Department: Business Process Solutions

12: Division: No Division

Next

Data Use Agreement Form

Well Cornell Research Contracts Submission - General Contracts Submission - Internet Explorer

SharePoint Document Management Services

BROWSE PAGE

Well Cornell Research Contracts Submission

Home

Submit New Contract

General Contract

BioPharma Contract

Qatar Contract

Contracts

General Contracts

BioPharma Alliance Contracts

Qatar Contracts

Document Libraries

General Contracts Document Library

BioPharma Document Library

Qatar Document Library

Help

Contract Definitions

Recent

Divisions List

Departments

General Contracts Submission

Data Use Agreement Form

DQ1 Study Title

DQ2 DUA Type

DQ3 What type of data are being shared/transferred?

DQ4 Choose a data type

DQ5 Is WCM completely transferring all ownership rights to the data?

DQ6 Who has approved the transfer of data?

DQ7 Is the data sharing/transfer subject to consulting, licensing or other obligations to another institution or business entity?

DQ8 Will there be other data sets used for this project?

DQ9 Does your data involve human subjects?

DQ10 Does your data involve laboratory animals?

DQ11 Will the scope of work involve any existing intellectual property?

DQ12 What is the probability of evolving intellectual property?

DQ13 Sponsor Name

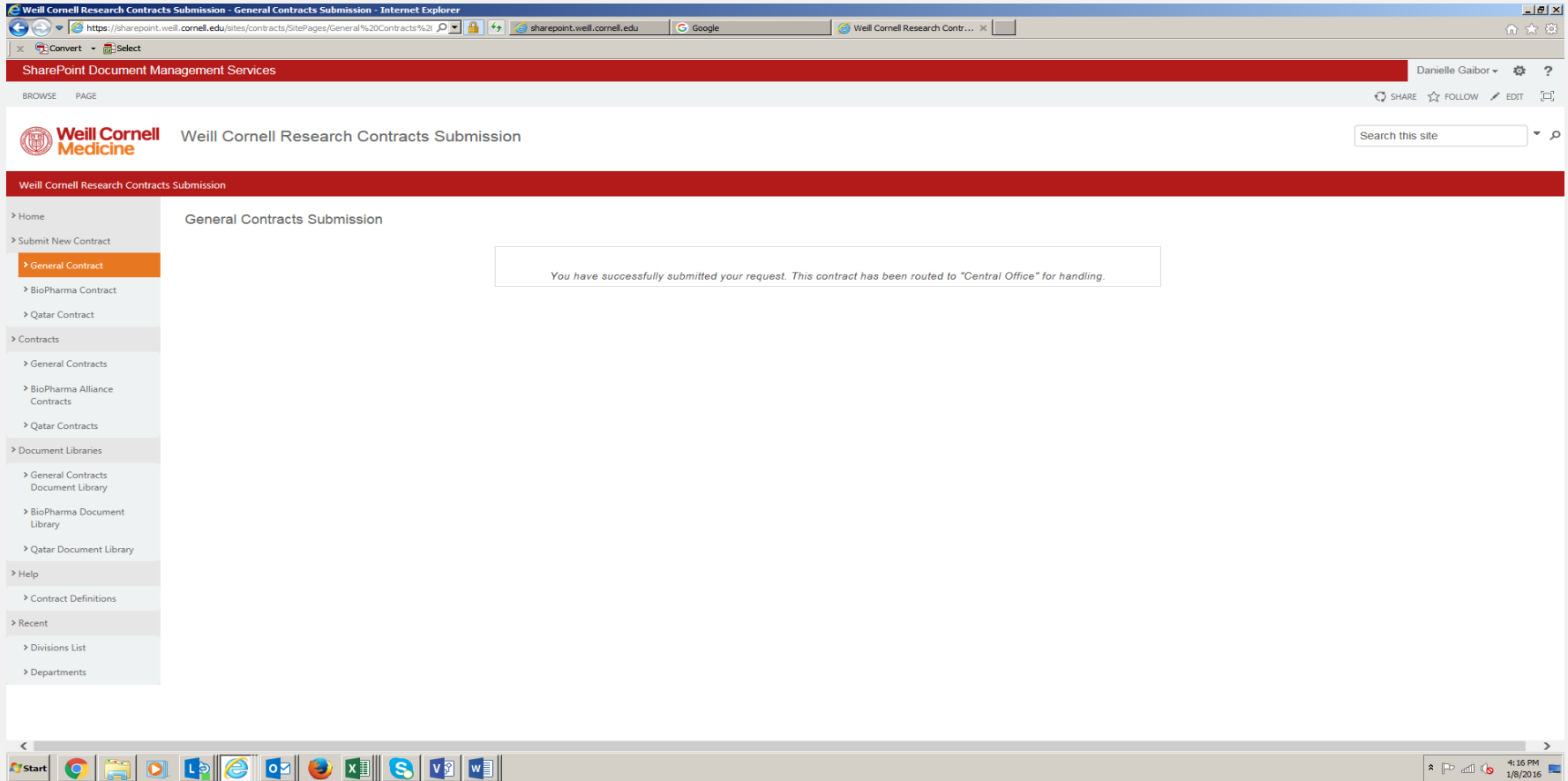
DQ14 Is a Contract Research Organization (CRO) being used?

DQ15 Sponsor Contact Information (include name, phone number and email)

DQ16 Has the Sponsor/CRO submitted a draft CDA?

Previous Submit

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