



**Weill Cornell Medicine**

# Contracts Intake Consolidation Application

**RAPID Update**

04.11.16

# Focused Problem Statement

Minimize investigator frustrations with:

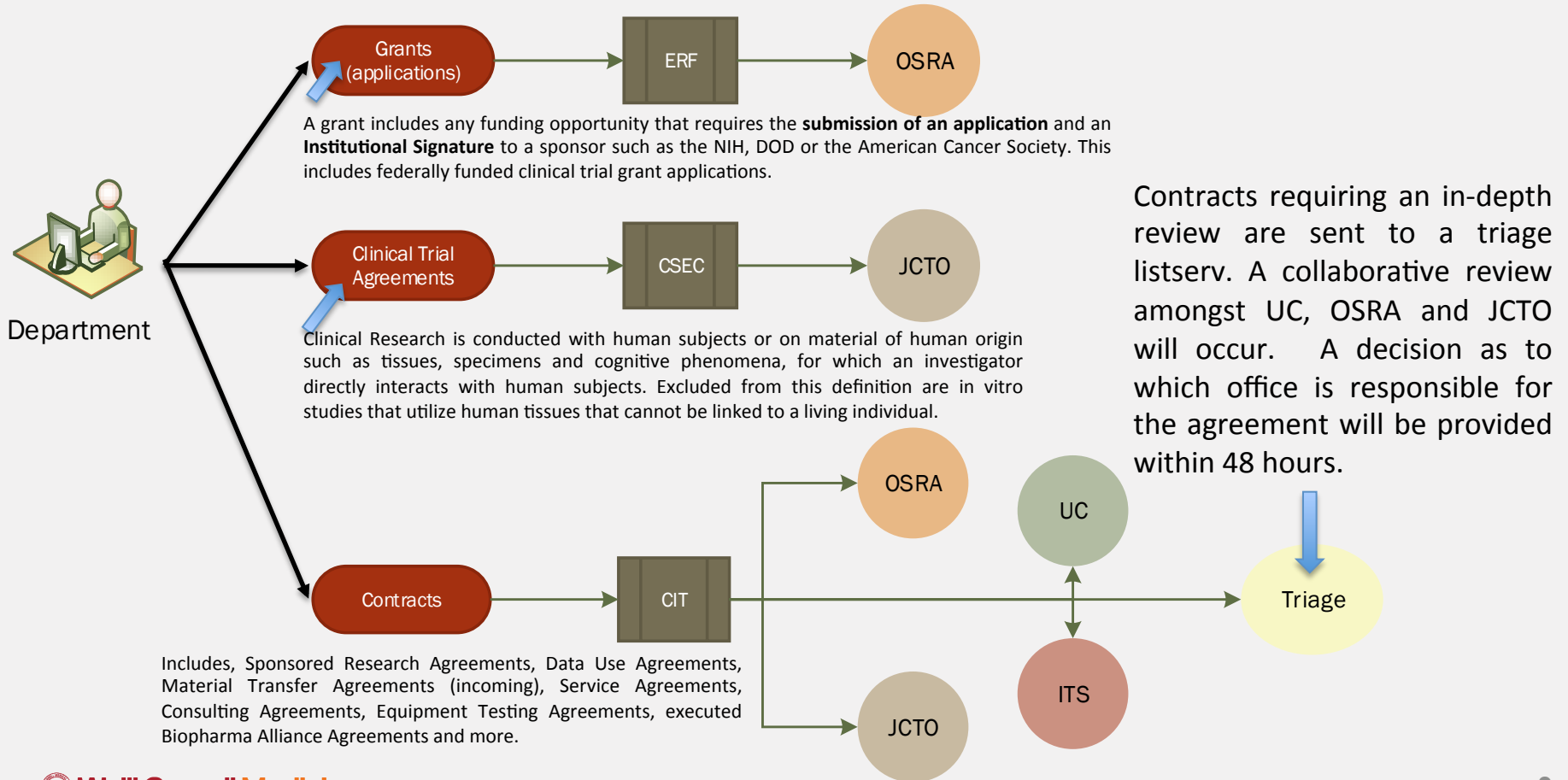
- **Multiple listservs**
- **Multiple forms**
- **Unclear documentation requirements**
- **Unclear ownership**

AND

Minimize central frustrations with:

- **Not receiving the appropriate documentation required**
- **Receiving agreements that should be managed by another team**
- **Unclear agreement types**
- **Unclear ownership**

# 3-Way Process Solution





## Weill Cornell Research Contracts Submission

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## 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 "New General Contract" 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 and any Qatar grants & contracts. For Qatar grants & contracts, please submit via (their listserv).

Use the "New BioPharma Contract" submission function to submit all executed BioPharma agreements to be handled for administrative processing and management.

Your recent submission activity is displayed below.

## General Contract Submissions

View	ContractID	Sponsor	Agreement Type	Principal Investigator	Submitted By	Submitted	Route	Status
<a href="#">View</a>	2016-04-07-140116	ABT Associates Inc.	Clinical Research/Trial/Registry	<input type="checkbox"/> Ashutosh Kacker	<input type="checkbox"/> Danielle Gaibor	4/7/2016	OSRA	In-Progress
<a href="#">View</a>	2016-04-07-141433	3M Pharmaceuticals	Confidentiality	<input type="checkbox"/> John P Leonard	<input type="checkbox"/> Danielle Gaibor	4/7/2016	OSRA	Re-Routed
<a href="#">View</a>	2016-04-07-141801	Acacia Pharma Ltd.	Confidentiality	<input type="checkbox"/> John P Leonard	<input type="checkbox"/> Danielle Gaibor	4/7/2016	Pending	Pending
<a href="#">View</a>	2016-04-07-142503	AAS, INC	Data Use	<input type="checkbox"/> John P Leonard	<input type="checkbox"/> Danielle Gaibor	4/7/2016	JCTO	Re-Routed
<a href="#">View</a>	2016-04-07-101433		Clinical Research/Trial/Registry		<input type="checkbox"/> Danielle Gaibor	4/7/2016	Pending	Pending

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## BioPharma Alliance Submissions







View	ContractID	Sponsor	Principal Investigator	Submitted By	Submitted	Route	Status
<a href="#">View</a>	2016-04-07-131330	Aarhus United USA Inc.	<input type="checkbox"/> Steven C. Hunt	<input type="checkbox"/> Danielle Gaibor	4/7/2016	OSRA	In-Progress

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## General Contract - Submit New Contract

**\* Required Fields.**

Submit button will be disabled until all required fields are completed.

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

## Primary Questionnaire Form

- 4: \* Is/will your research be performed within a lab or facility of WCM/NYP? 
- 5: \* Is there a high likelihood that Intellectual Property (IP) will result from your research? 
- 6: \* Are you requesting to purchase or have you been requested to test the equipment? 
- 7: \* Are you requesting to purchase/trial software? 
- 8: \* Are you being requested by another institution or entity to send materials and/or IP ? 
- 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?  
Note : Answering yes indicates that monies received through this agreement will be paid to WCM. 
- 10: \* Principal Investigator 
- 11: \* Department 
- 12: \* Division 

Save Draft & Exit Submit   
  


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## General Contract - Submit New Contract

## \* Required Fields.

Submit button will be disabled until all required fields are completed.

- 1: \* What is/will be the funding source for you research::  
Industry (for-profit)
- 2: \* Please Select an agreement type  
Note : If an agreement type does not fit your request, please select 'Other' for manual review.  
Other  
Please explain the type of agreement  
Testing
- 3: \* Are/will you be performing clinical research, including a clinical trial, observation study, or registry?  
Yes

## Primary Questionnaire Form

- 4: \* Is/will your research be performed within a lab or facility of WCM/NYP? Yes
- 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?  
Note : Answering yes indicates that monies received through this agreement will be paid to WCM. No
- 10: \* Principal Investigator  
leona
- 11: \* Department  
John P Leonard  
Leonard N Girardi  
Leonardo Liberman
- 12: \* Division

Save Draft &amp; Exit

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## General Contract - Submit New Contract

## Other Agreement Form

SQ1 Agreement Type

SQ2 Sponsor Name

SQ3 Is a Contract Research Organization (CRO) being used?

SQ4 \*Sponsor Contact Information (include name, phone number and email)

SQ5 Has the Sponsor/CRO submitted a draft CDA?

Attach the draft agreement (editable version)

SQ6 Please Submit your budget

Please note that appropriate IDC must be accounted for on all SRA and  
SA budgets where applicableSQ7 Do you and/or any named research personnel have any interests that are  
disclosed/will be disclosed with this sponsor/entity?SQ8 Will this project require the sharing or export of materials, information,  
and/or technology outside the United States and/or foreign nationals within  
the United States?[Click here to attach a file](#)

(.doc type preferred)

[Click here to attach a file](#)

(.xls type preferred)

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Submit





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## General Contract - Submit New Contract

You have successfully submitted your contract request. Based on the answers that you have provided, additional review of the request is needed. You will be contacted within 2 business days by the responsible office.

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## BioPharma Contract - Submit New Contract

\* **Required Fields.** Submit button will be disabled until all required fields are completed.

- 1: \* Sponsor Name:  
- 2: \* Does this agreement include outgoing subcontracts?  
- 2.1: Sub-site Name:
- 2.2: Budget for:
- 2.3: Scope of Work:
- 3: \* Will you be performing clinical research, including a clinical trial, observational study, or registry?  
- 4: \* Will your research be including the use of animals?  
- 5: \* Attach the executed agreement:
- 6: \* Please submit your internal budget if final budget does not include % effort, fringe and IDC:
- 7: \* Do you and/or any named research personnel have any interests that are disclosed/will be disclosed with this sponsor/entity?  
- 8: \* Will this require the sharing or export of material, information, and/or technology outside the United States and/or foreign nationals within the United States?  
- 9: \* Principal Investigator:
- 10: \* Department:  
- 11: \* Division:  

Submit

# Next Steps

- Pilot Begins Today
- **Departments of Medicine and Radiology**
- Pilot targeted for 1 month
- Quick User Guide is being developed as well as Q&A reference