

How To Start a Corporate Funded Clinical Trial

CDA Checklist

- Access UIRIS
- In UIRIS complete New MTA & Non-Monetary Agreement Routing Form
 - Complete all necessary fields
 - Attachments should include CDA in Word Document Format and documents containing specific contact and mailing instructions from the CRO/sponsor
 - Submit and Print form
 - Obtain signatures as required by your departmental policies
- On the DSP Contract Log, follow the progress of the CDA personnel who was assigned to work on CDA
- PI signs final version of CDA when received from DSP
- Return CDA to DSP (DSP will sign for the University and send to CRO/Sponsor) (A PDF of the CDA may be emailed to DSP.)
- CRO/Sponsor will send PI the study protocol