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[William T Dahms Clinical Research Unit](#)



## Questions, Comments, Suggestion?

If you have questions, comments or have a suggestion about how we can improve our human research protection program (HRPP) at UHCMC, send an email to: [clinicalresearch@uhhs.com](mailto:clinicalresearch@uhhs.com) or contact Carol Fedor, Clinical Research Manager at (216) 844-5524

## Contact Us

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## E-mail us!

## Research Collaboration Corner announces “bi-monthly” newsletter

The UH Center for Clinical Research and Technology will begin bi-monthly distribution of the Research Collaboration Corner newsletter in an effort to keep the research community aware of the available research related resources and to promote the community's awareness of changing policies and regulations governing research. The additional issue will focus on Grants and Contracts issues and updates and Technology Management, including the protection of intellectual property. The current Research Collaboration Corner that is distributed at the end of each month will continue to focus primarily on updates and discussions of issues related to IRB administration and research compliance.

This bi-monthly newsletter will continue to provide updates on local, state and Federal regulations, including updates regarding hospital policies and procedures. Additionally, announcements for workshops and educational opportunities as well as links to helpful web-sites will also be featured.

## Grants and Contracts Submissions

The Grants and Contract Office has a policy regarding grant and contract submissions ([5.15 – Clinical Research Investigation](#)). To quickly process your agreement, each submission must include the following items:

- A proposal information form (PIF)
  - The PIF can be found by clicking on the following link: [Proposal Information Form](#). The PIF can also be found by clicking the Research tab located under [www.uhhospitals.org](http://www.uhhospitals.org). Under the Research tab, click on the Grants and Contracts tab and select the Forms and Resources link. We request that the PIF is filled out completely, including a signature both by the chair of your department and the principal investigator of the study or the person responsible for the conduct of the proposed activity locally. It is important all information be provided accurately for timely review, negotiation and execution of the agreement. For these reasons PIFs submitted incorrectly or incompletely will be returned to the investigator contact requesting the necessary information.
- A copy of the documents relating to the proposed activity in need of review
  - Any agreement committing UH requires review, such as clinical trial agreements, material transfer agreements, amendments/addenda, and grant applications. (The process for confidentiality/non-disclosure agreements was detailed in the April issue of Collaboration Corner (Vol. X, No. Y). Electronic versions of the agreement should also be forwarded to the contract specialist processing the agreement.
- A detailed budget
  - The detailed budget must show all direct costs (technical and professional fees) and indirect costs (facility & administration costs) associated with the study. Incomplete budgets result in troubles with the negotiation process and cannot be processed by the office. Please contact the Center for Clinical Research and Technology and a Grants and Contracts Coordinator will be available to assist you with budget preparation.
- A copy of the study protocol or protocol outlining the proposed activities

An incomplete agreement cannot be submitted for execution unless all required documentation is received. Please feel free to contact either Anita Arora at 216.844.8659 or Michele Sawicki at 216.844.8781 for further information.