Sponsored Research Agreements (SRAs)

SRAs vs. Clinical Trial Agreements (CTAs)
SRA – Basic science research, animal research, and de-identified research on human samples/data.
CTA - Human intervention/interaction, outcome variables (measures safety and efficacy of a drug, device, or treatment) and prospective design.

What documents do I route to OSRA?
Submit to OSRA an Electronic Routing Form (ERF) and the following documents which can be uploaded into the ERF or sent separately to sra@med.cornell.edu:
- ERF
- An editable version of the sponsor’s SRA template (WCMC has a template if sponsor does not).
- Protocol/Scope of Work.
- Informed Consent Form, when applicable.
- Sponsor's full contact information.
- Completed budget (preferably using the NIH PHS 2590 template).
  - Negotiated between PI/Admin and sponsor (OSRA solely checks the budget for compliance). Caren Heller will take the lead on budget negotiation for SRAs that originate from her office.
  - If per subject reimbursement, effort is not required and the IDC rate of 33% applies.
  - All other SRA budgets require effort and are subject to the federal IDC rate (currently 69.5%). PI and Admin are expected to inform sponsors of our rate upfront.

What happens once I submit my paperwork?
CA – Contracts Administrator (Barbara Lau)
CS - Contracts Specialist (Gina Vergara or Seda Galstian)

1. CA processes ERF, and acknowledges receipt of documentation received through the sra listserv (within two business days via email).
2. CA performs initial review of documentation for compliance, follows up with PI/DA as needed.
3. CA forwards agreement and support documentation to the appropriate CS.
4. CS negotiates the terms and conditions of the SRA with sponsor, consults PI/DA as needed.
5. CS forwards final version to PI for review and signature, and then SRA fully executed.
6. CA confirms all compliance requirements have been met (i.e., IRB/IACUC/IBC/SSR/RCT/effort).
7. CA sends copies of the executed SRA to the PI, sponsor, and General Accounting (Huguette). When applicable, email sent to the IRB/IACUC to inform them that the SRA has been executed and therefore study may commence.

Please Note: Consulting Agreements and Service Agreements that are not connected to an existing SRA/research plan and the PI does not wish to publish, are not processed, reviewed nor negotiated by OSRA. Consulting Agreements are reviewed and negotiated by the Office of University Counsel – Phone #: (212) 746-0463. Service/Purchase/Networking Agreements are processed by the Purchasing Department, Cheryl Avellanet, Assistant Manager - cdavella@med.cornell.edu.

OSRA/MEV - Revised July 2013