

## Checklist for Submitting Documents in the Legal Tab

Please include the following information in the Notes field when submitting documents in the Research Channel for Grants and Contracts review:

### For Non-Disclosure Agreements (NDA's) and Data Use Agreements (DUA's):

- Who is sharing the information/data?
- Who is receiving the information/data?
- Is the information/data being shared and received by both parties?
- Please describe the information to be sent and/or received.
- Please note when submitting any additional information that would be helpful for reviewing.

### For documents submitted as Clinical Trial Agreements (CTA's)

- Is this agreement associated with a proposal?
- If not a CTA, what is the purpose of the project and/or services?
  1. Research
  2. Quality Improvement
  3. Training
  4. Education
  5. Product testing
  6. Equipment use
  7. Service
  8. Other, please describe
- Please note when submitting any additional information that would be helpful for reviewing.

### Amendments

- If human subjects research, is the amendment associated with changes in the study that require IRB review/approval?
- Please note when submitting any additional information that would be helpful for reviewing.