

Checklist for Submitting Documents in the Legal Tab

General:

- All documents submitted except FDP templates need to be unlocked and editable
- Any supporting documents to be emailed to **Contractshsd@luc.edu**
 - All Attachments/Exhibits
 - Draft budget template (for review of Payment Terms) required for CTAs
 - IRB Protocol and Informed Consent Document required for CTAs, if not yet available in the IRB application

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 (NDAs):

- 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 include any additional information that would be helpful for the reviewer.

For Data Use Agreements (DUAs):

- Did you write the Protocol (i.e. is this solely your study design and methodology)? If no, did someone at the institution that is seeking Loyola data solely write, or collaborate with you to write the Protocol?
- 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.
- What is the expectation as to and / or the understanding of the involved parties concerning any post-study publication?

- Do you anticipate the development of any intellectual property coming out of participation in this Study?
- Please include any additional information that would be helpful for the reviewer.

For documents submitted as Clinical Trial Agreements (CTAs):

- Is this agreement associated with a proposal?
- If not a CTA, what is the purpose of the project and/or services?
 - Research
 - Quality Improvement
 - Training
 - Education
 - Product testing
 - Equipment use
 - Service
 - Other, please describe
- Did the LUC PI write the Protocol (i.e. is this solely LUC study design and methodology)?
 - If no, did someone at the institution that is seeking Loyola data solely write, or collaborate with LUC to write the Protocol?
- Please include any additional information that would be helpful for the reviewer.

For Amendments:

- Is this Amendment associated with changes in the study that require IRB review/approval?
 - If so, please provide the date of the IRB's approval.
- Please include any additional information that would be helpful for the reviewer.