



**WORKSHEET: Contracts**

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The purpose of this worksheet is to provide support for individuals reviewing contracts and other funding agreements and the budgets associated with those contracts. This worksheet is to be used when reviewing contracts and funding agreements. It does not need to be completed or retained.

**1 Requirements** (Check if “Yes” or “N/A”. All must be checked)

<input type="checkbox"/>	The contract or funding agreement indicates who will provide care for subject injury and who is responsible to pay for it. (“N/A” if the research involves no more than <b>Minimal Risk</b> to subjects.)
<input type="checkbox"/>	The above description of who will provide care for subject injury and who is responsible to pay for it is consistent with the consent document. (“N/A” if the research involves no more than <b>Minimal Risk</b> to subjects.)
<input type="checkbox"/>	The contract or funding agreements requires the sponsor to promptly report to the Organization any findings that could affect the safety of participants or influence the conduct of the study. (“N/A” if the research involves no more than <b>Minimal Risk</b> to subjects.) <sup>1</sup>
<input type="checkbox"/>	The contract or funding agreement obligates the sponsor to provide the results of data and safety monitoring reports to the investigator within a specified time-frame. The time frames should cover routine and urgent reports. Alternatively, the time frame may be left open-ended or the requirement can be included or referred to in a survivor clause. (“N/A” if the research involves no more than <b>Minimal Risk</b> of injury, the research does not have a data and safety monitoring plan or the investigator is responsible for the data and safety monitoring plan.)
<input type="checkbox"/>	The contract or funding agreement includes a description of the right of investigators to publish data that is consistent with the organization’s policy regarding the publication of findings from sponsored research. (“N/A” if the organization has no policy regarding the publication of research results.)
<input type="checkbox"/>	The contract or funding agreement obligates the sponsor to communicate to the investigator results uncovered after study closure that directly affect subject safety. This obligation may be limited to a number of years after study closure. (“N/A” if the research does not involve medical procedures.) <sup>2</sup>
<input type="checkbox"/>	The contract, funding agreement, or associated budget <b>does not include</b> “finder’s fees” (Payments to professionals in exchange for referrals of subjects.)
<input type="checkbox"/>	The contract, funding agreement, or associated budget <b>does not include</b> “bonus payments” (Payments to investigators or research staff in exchange for referrals of subjects.)

<sup>1</sup> The intent of this element is that if the sponsor is responsible for having an on-site study monitor periodically review the conduct of the research and the monitor finds serious problems with the research, such as Serious or Continuing Non-Compliance, lack of supervision of the research, or falsification or fabrication of data, this information will make it back to the organization. Per IRB policy (see “HRP-214 - FORM - Reportable New Information”), investigators are required to promptly provide this information to the IRB.

<sup>2</sup> The intent of this element is that if a study is closed and the sponsor subsequently learns that the study procedures cause problems that indicate that subjects should undergo medical care to mitigate risks, the sponsor will notify the investigator. The investigator and IRB will determine how to take action on this information. Per IRB policy (see “HRP-214 - FORM - Reportable New Information”), investigators are required to promptly provide this information to the IRB.