Research Administration:
A New Opportunity for Grants & Agreement Management

Agreements Best Practices

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Introducing…

IORA

INTEGRATED ONLINE RESEARCH ADMINISTRATION

The **IORA** system already contains Click IRB.

Website: https://www.rochester.edu/iora-project/grants/

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Best Practices

- If you are not the PI, include <u>yourself</u> as collaborator
  - This enables you to receive the email notifications related to this agreement.

5. Agreements collaborators: (institutional staff given read/edit permissions for this Agreement)
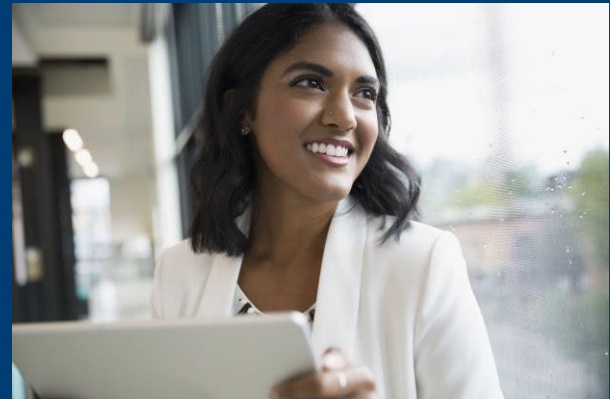
Name	E-mail	Phone
Carl Chemistry	eRANotifications@UR.Rochester.edu	

Best Practices

Provide scientific and administrative contacts

Best Practices

When sending **materials <u>and</u> human data**, choose

Material Transfer Agreement

(MTA)

Best Practices

Answer as many questions as possible

Even if they're not required

Best Practices

Fully describe end use when sending anything

Best Practices

Template agreements from counter party need to be in editable **MS Word** format

Best Practices

Be sure to "submit" the Agreement when smartforms are complete

Best Practices

- To respond to a request for clarification, use the "Submit Changes" activity

- ORPA cannot move the Agreement forward until this is done

Best Practices

To view Requests for Clarification in IORA, look in the "History" tab
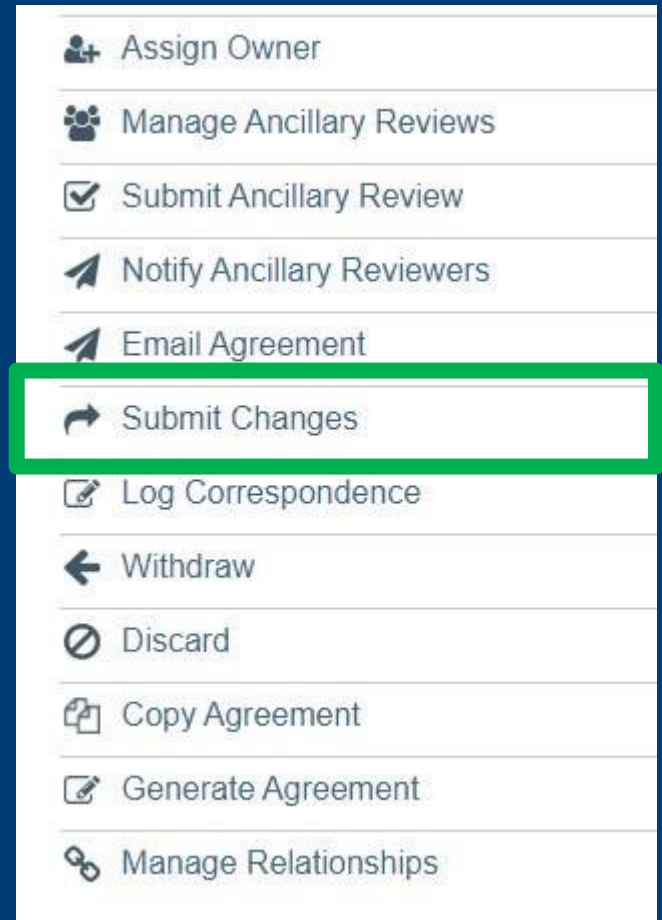

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Best Practices

- <u>Naming Convention</u>
  - PI Last Name
  - Agreement Type
  - Sponsor/Party
  - Date

Agreement Upload

1. **Principal investigator:**

   Peter Chemistry [...]

2. ***Agreement creator:**

   Anthony Beckman [...]

3. * **Upload agreement draft:** (or check the bo:

   [None] 📤 Upload

   First draft to be generated internally?

4. **Project/Study Title:** ❓

   Chemistry_CDA_Merck_10-19-20

5. * **Agreement type:**

   Confidentiality Agreement ▼

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Best Practices

For Clinical Trial CDAs with a Contract Research Organization (CRO), please list the Party who is listed on the agreement as the contracting party

1. * Select a contracting party:

PRA Health Sciences

List the study sponsor on the Confidential information page

3. Is this Confidentiality Agreement related to an Industry Sponsored Clinical Trial?
   ● Yes ○ No Clear

   a. Please provide the name of the Industry Sponsor/CRO:

   Merck & Co., Inc.

Best Practices

When linking an RSRB protocol for human data transfers, please list the "STUDY" protocol, not a "Modification"

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