





*All individuals working on a clinical trial must certify effort.

Special Notes:

- Clinical Trial Office requires CTO approval of RAMSeS proposal prior to beginning CTA negotiations.
- P.I.s are not authorized to sign any agreements on behalf of the University).
 - P.I.s do so at the risk of operating outside of the legal protection of the University.
 - They would also be breaking the related policy.
- Notify CTO and IRB of any changes in key study personnel, protocol amendments or ICF revisions.
- You may not receive payment if you do not send invoices to sponsor/CRO per the contract.
- Submit Contract Amendments to CTO for review and University signature. Some may require new proposal in RAMSeS.
- Send IRB renewal letters and IRB acknowledgment of study closure to CTO and DHS Grants Office.
- If your project continues past the end date on your RAMSeS proposal, you should complete a No Cost Extension Form and submit it to the CTO. Enter an end date which has a cushion, in case it runs a little longer than expected. You no longer have to complete a new RAMSeS proposal for NCEs.
- If you have a change in PI, complete the Internal Departmental PI/Admin Unit Change Request form. You no longer have to complete a new RAMSeS proposal for changes in PIs.
- Submit Financial Guarantee in RAMSeS to keep your account open, if you foresee a possible delay in required CTA Amendment to extend contract term.