

INDUSTRY SPONSORED PROPOSAL CHECKLIST

Principal Investigator: _____

Department: _____

Sponsor: _____

Title of Grant: _____

PI-Initiated Project? Yes No

Did PI write the Protocol? Yes No

Multi-Site Study? Yes No

Will this require subcontracting? Yes No

<http://www.ospa.umn.edu/> Is the website for all EGMS information regarding grants management, policies, research forms, funding, grants, and REPAs.

~~ Please complete and attach the following required documents ~~

- 1.) Original PRF Proposal Routing Form, electronically generated in EGMS, with signatures of all departments involved.
- 2.) A clear and detailed statement of the Contractual Agreement between the Principal Investigator and the Company.
- 3.) Scientific Proposal and Clinical Trial Protocol(s) stating the objectives, specific aims of the research, relevant background materials and the essential methodology.
- 4.) Detailed budget including salaries, fringe benefits, equipment, supplies, travel, office operations and miscellaneous.
- 5.) If applicable, attach the Use of Fairview Resources Approval Checklist, approved by the AHC Office of Research.
- 6.) APPROVED EGMS Report of External Professional Activities (REPA) #_____. If PRF question 14 is checked Yes, please complete the date and comments section. (if a new conflict is *identified*, please submit an amended *REPA disclosing* the potential conflict of interest, [see the SPA website above]).
- 7.) One copy of all the above documents for Dean's Approval to Medical School Research Programs, C-685 Mayo Building. The Dean's Office does NOT need a copy of the protocol;

**** OR ****

- For delivery to SPA by Campus Mail from the Dean's Office, send the original and 2 copies (1 Dean, 1 SPA) of all documents as indicated above. There is no guarantee of same day delivery to SPA.