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.