



*Jan. 23, 2018*

*Memo to Faculty and Clinical Research Staff*

**Re: Revised Intake Process for Industry Clinical Trials**

**From:** Mark Cullen, Sr. Associate Dean for Research, and  
Marcia Cohen, Sr. Associate Dean for Finance & Administration

The Clinical Trial Team in the Research Management Group (CTRMG) is instituting several procedural changes in its approach to assisting the initiation of externally funded clinical trials in a more timely manner. Beginning January 29, 2018, the CTRMG will give highest priority to studies for which **all** supporting required documents have been provided to RMG in the initial submission. Required documents include:

- the new CTRMG **Study Activation Form (SAF)**,  
[http://med.stanford.edu/rmg/clinical\\_trial.html](http://med.stanford.edu/rmg/clinical_trial.html)
- e-version of the contract, sponsor's payment schedule,
- completed Budgeting & Billing Workbook, and
- protocol submitted to the IRB.

CTRMG will continue to assist with the development of the Budgeting and Billing Workbook (pricing/codes/hospital contacts, etc.), and answer questions from the study team for those studies for which CTRMG has received partial information (missing one or more of the required documents). However, these studies will not be assigned for budget development or contract negotiations until the SAF and required documents are complete.

This change in prioritization and assignment of studies are anticipated to allow CTRMG team to focus more effectively on the studies that are ready to move forward and on the study teams that have reviewed and understand their study protocol and are actually ready to start their investigation.

Please consult with your assigned CT contract officer or CTRPM if you have questions (<http://med.stanford.edu/rmg/rpmmaster.html>).

