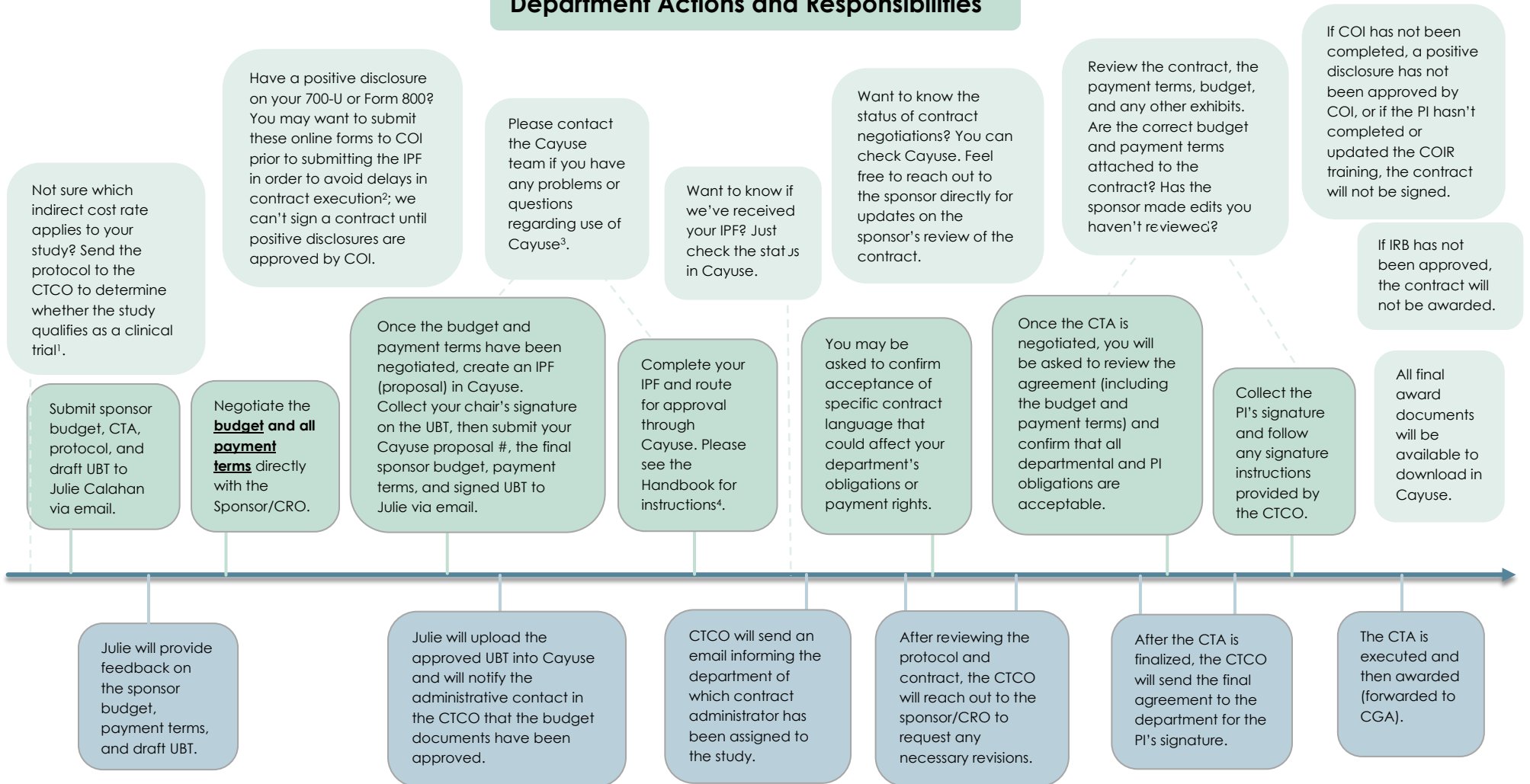


Department Actions and Responsibilities



CT Contracts Office (CTCO) Actions and Responsibilities

1. Definition of a Clinical Trial: <http://research.ucdavis.edu/proposals-grants-contracts/helpful-links/costs/>
2. Online COI submission: <https://or-forms.ucdavis.edu/>
3. Cayuse help: ORCayuseHelp@ucdavis.edu
4. Failure to submit a complete and correct IPF in accordance with the *Handbook for Department Industry-Funded Clinical Trial Staff, Principal Investigators and Approvers* (<https://health.ucdavis.edu/media-resources/supply-chain/documents/pdfs/ct-amendment-chart-for-department-administrators.pdf>) will result in delayed review. Don't forget to upload all required attachments:
 Clinical Trial: UBT, Sponsor Budget and Payment Terms (if separate from the CTA) CTA, Protocol, and the Exception to Policy for Clinical Study Contracts
 Clinical Service: Internal Budget, Sponsor Budget and Payment Terms, Service Agreement, and Protocol