

## Research Financial Operations Submission Processes

*Legal requires the Microsoft Word version of agreements prior to review.  
Please request from sponsor if not provided. A pdf version is not sufficient.*

### *Non-Disclosure Agreement (NDA)/Confidential Disclosure Agreement (CDA)*

- Contact Ken Bode or Regulatory Coordinator for submission process

### *Amendments – Submit via REDCap (all types – protocol amendments, contract amendments & budget amendments)*

- Select Amendment Submission from Submission Type drop down
- Red asterisk indicates required field
- Attach applicable documents as indicated
- Click Submit when complete
- Weekly submission deadline close of business on Monday

### *Studies with waiver of consent and/or Non-study Specific Agreements – Submit via REDCap*

- Select Agreement Submission from Submission Type drop down
- Red asterisk indicates required field
- Director or above approval required
  - Requestor does not need to be director
  - Choose department, name of Director or above & email address
  - Click Submit when complete
  - Form will route to email address for applicable leader for approval
- Attach applicable documents as indicated
- Use Agreement Submission Form even if contract or agreement not provided by other party
- Weekly submission deadline close of business on Monday

### *Studies with consent and/or Clinical Trial Agreements – Submit via OnCore*

- Agreements and studies requiring informed consent should be submitted through OnCore
- PRMC approval required (see OnCore homepage for additional information)

[redcap.ochsner.org \(Submission Forms\).url](https://redcap.ochsner.org)