Clinical Trial Agreement – Process Flow/START submission to SPA

Department/Study Team
Proposal Contract
Regulatory Documents

IRB (IRIS eIRB system)

Coverage Analysis AGT Record in START

Contract AGT Record in START

Proposal Record in START

Start kit

SUBMIT CONTRACT for SPA in START

Proposed Budget

Proposed Contract

Regulatory Documents

SUBMIT STUDY to IRB

Key Documents (no SPA/START involvement)

Dept. notified. CA is

prepared and completes the following tabs in the

CA/IRB tool

Weekly update of

protocol to be sent to SPA

SPA identifies

weekly review of CA/Budget grid

SPA monitors

protocol to be sent to

Huron – CA

completed

CA/Internal budget tool completed

knowledge from sponsor uploaded into

START P record

Department is notified of

financial account setup

Final budget information added into

START Financial record

*START Financial record complete

*Knowledge complete

*Proposed budget completed

SPA monitors

Review of budget setup

Final budget uploaded into

START P record

Department is notified of

financial account setup

END

SPA monitors

Proposal record for

final SPA review

SPA submits Proposal

Record to PA for

Financial Account setup

SPA keeps notes in

START on Approval level

Status tab.

You can always

look at the

record to

get a

status update.

END

END

END

END