

## Instructions for completing the Review Request Form (version 1.4)

The Review Request Form is required for all agreements (i.e., confidentiality disclosure agreement (CDA), clinical trial agreement (CTA), amendment, subcontract) that are processed through the Office of Clinical Trials. Missing or incomplete forms will delay the processing of the agreement.

<b>Type of agreement:</b>	Indicate type of agreement submitted (i.e. confidentiality disclosure agreement (CDA), clinical trial agreement (CTA), amendment, subcontract, etc.).
<b>Electronic version:</b>	If the electronic version is available, please email to <a href="mailto:oct@unc.edu">oct@unc.edu</a> when submitting the RRF.
<b>Principal Investigator:</b>	Enter all information requested.
<b>Protocol Number and Title:</b>	Enter protocol number assigned by the sponsor (if available) and title of the study
<b>GCRC/IRB#:</b>	Number assigned to the trial by the IRB or GCRC (if available); if not available, indicate date of IRB OR GCRC submitted for review
<b>Estimated start date of study:</b>	Enter date
<b>Estimated length of study:</b>	Indicate approximate length
<b>Type of trial:</b>	Indicate type of trial if known
<b>Primary Dept. Contact Information:</b>	Enter all information requested.
<b>Primary Sponsor Contact Information:</b>	If applicable, enter all information requested as completely as possible.
<b>Primary CRO* Contact Information:</b> *Contract Research Organization	If applicable, enter all information requested as completely as possible.

**IF THIS RRF IS FOR A CONFIDENTIALITY AGREEMENT OR AMENDMENT, STOP HERE.  
NO SIGNATURE IS REQUIRED!**

**IF THIS RRF IS FOR A CLINICAL TRIAL AGREEMENT, ANSWER THE  
FOLLOWING QUESTIONS ACCURATELY AND HAVE THE PRINCIPAL  
INVESTIGATOR PROVIDE HIS/HER ORIGINAL SIGNATURE.  
THIS INFO MAY BE FORWARDED TO THE OFFICE OF UNIVERSITY COUNSEL.**

### Questions:

Will subcontracts be required?	UNC will need contracts for other sites participating in the trial.
Are there multiple sponsors?	More than one sponsor is involved in the coordination of the trial.
<b>Intellectual property:</b>	Answer all question either yes or no
<b>Publication concerns:</b>	Answer all questions either yes or no