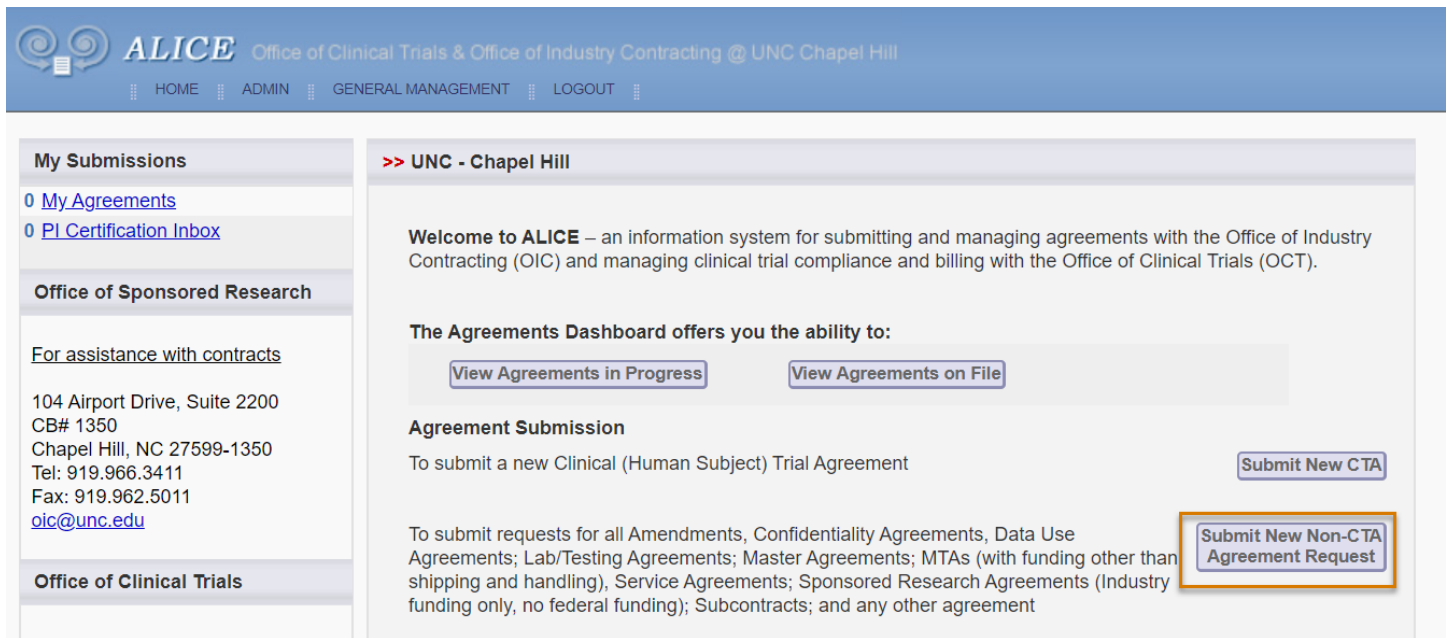


[ALICE](#) is an administrative utility application for managing clinical trial agreements at UNC-Chapel Hill. See the [Office of Sponsored Research's](#) (OSR) Industry Contracting webpage for more information on the different types of agreements that require ALICE submission. For access to this application or for additional information, contact the [ORIS Help Desk](#).

Submission for new Clinical Trial Agreement or Industry Master Agreement

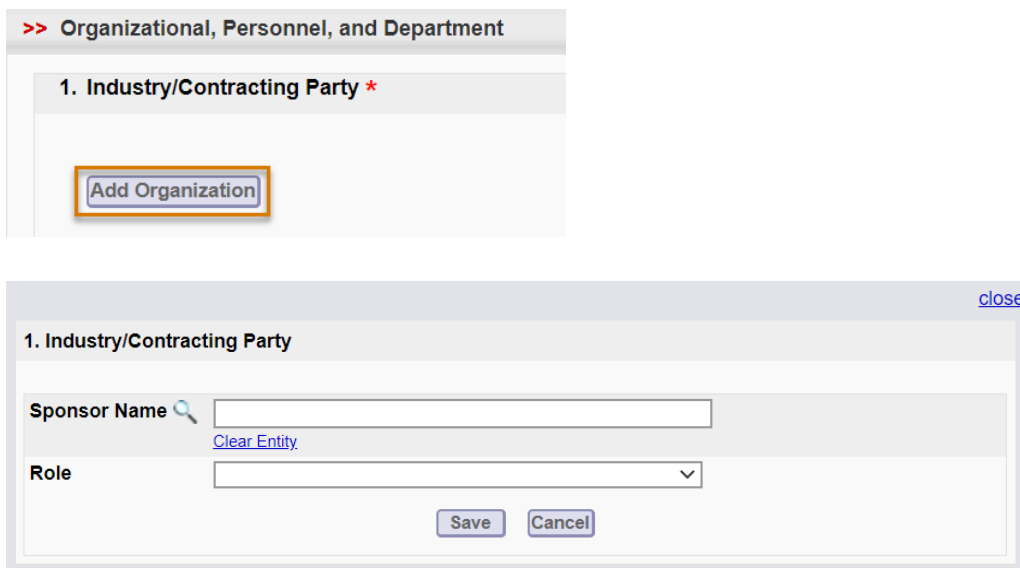
Log in with your Onyen and password, select “**Submit New Non-CTA Agreement Request**”



The screenshot shows the ALICE application interface. The header includes the ALICE logo and navigation links: HOME, ADMIN, GENERAL MANAGEMENT, and LOGOUT. The main content area is titled '>> UNC - Chapel Hill' and contains a welcome message: 'Welcome to ALICE – an information system for submitting and managing agreements with the Office of Industry Contracting (OIC) and managing clinical trial compliance and billing with the Office of Clinical Trials (OCT)'. Below this, it states 'The Agreements Dashboard offers you the ability to:' followed by two buttons: 'View Agreements in Progress' and 'View Agreements on File'. The 'Agreement Submission' section provides instructions: 'To submit a new Clinical (Human Subject) Trial Agreement' with a 'Submit New CTA' button, and 'To submit requests for all Amendments, Confidentiality Agreements, Data Use Agreements; Lab/Testing Agreements; Master Agreements; MTAs (with funding other than shipping and handling), Service Agreements; Sponsored Research Agreements (Industry funding only, no federal funding); Subcontracts; and any other agreement' with a 'Submit New Non-CTA Agreement Request' button highlighted by an orange box.

Industry/Contracting Party section:

This is the company with whom we are negotiating. If the industry/contracting party name you are looking for is not listed, you can click on “**Sponsor Not Listed**” and manually add the new industry/contracting party.



The screenshot shows the 'Add Organization' form within the 'Organizational, Personnel, and Department' section. The form is titled '1. Industry/Contracting Party *' and contains a search field for 'Sponsor Name' with a magnifying glass icon and a 'Clear Entity' link below it. There is also a 'Role' dropdown menu. At the bottom of the form are 'Save' and 'Cancel' buttons. A 'close' link is visible in the top right corner of the form area.

Personnel section:

1. Enter the name of the UNC Principal Investigator (PI)
2. Enter the external contact for the industry/contracting party. This is the person OIC will contact for edits or corrections to the agreement. **We must have an email address at minimum.**
3. Enter the name of the UNC department contact. This is the person other than the PI that OIC might contact with questions.

2. All personnel associated with this agreement (i.e., Lead Principal Investigator, External Contact for Negotiation, Dept. Contact, etc.) *

Add Personnel

Admin Department Section:

Select the correct Department that will be responsible for the project at UNC.

3. Admin Dept (UNC Department with responsibility for managing the agreement/project): *

Department *

Department Code *

Agreement Type Section:

Select the type of agreement that you are submitting. See OSR's [Agreement Types](#) for assistance in determining which agreement type to select.

4. Agreement Type - All Clinical Trial Agreement request need to be submitted through CRMS *

- CDA
- Collaboration Agmt
- DUA
- Inter-Institutional Agreement
- Letter of Intent
- Master Agreement
- MTA
- Other
- Sponsored Research Agmt (non-clinical)
- Amendment
- Subcontract

Yes/No Section:

Complete the remaining Yes/No questions. Please contact Industry Contracting at oiic@unc.edu for assistance as needed.

5. Will any students (undergraduate, graduate, post-graduate, fellows, etc.) work on this project? *
<input type="radio"/> Yes <input type="radio"/> No
6. Have you worked with this entity before? *
<input type="radio"/> Yes <input type="radio"/> No
7. Do you intend to engage with this entity again? *
<input type="radio"/> Yes <input type="radio"/> No
8. Have you been in contact with anyone else at UNC-CH relating to this agreement or project? *
<input type="radio"/> Yes <input type="radio"/> No
9. Are there any other agreements (including CDAs, Letters of Intent, etc.) associated with this project? *
<input type="radio"/> Yes <input type="radio"/> No
10. Does the PI wish to be cc'd on correspondence and have prior review of contract? *
<input type="radio"/> Yes <input type="radio"/> No

Form Navigation Options:

Once you complete the form, you will select from one of the options below.



To navigate the document, press continue or any link in the Item List to your left.

[Save and Stay](#)

[Save and Continue](#)

[Clear Responses](#)

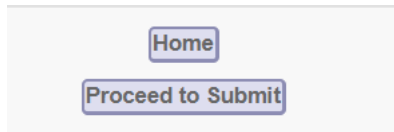
If you select “**Save and Stay**” or “**Save and Continue**” and there is a section that has not been completed, you will receive an error message.

Item List click on section name to expand
 Agreement Detail
 Organizational, Personnel, and Department

After you have corrected any outstanding errors and saved the form, you will have the following options as well as a reference number at the top of the form.

>> Organizational, Personnel, and Department Reference Id: 28933
Current Form: Quick View (HTML) PDF View FAQ Delete Submission

You will then have the option to return to the home page or complete the submission.



If you select “**Proceed to Submit**”, you will have the option to add “**Submission Notes**”. This is a place for you to give us any additional details or information you think may assist us in while processing and negotiating your agreement.

After submission, this will be assigned to the appropriate contract manager, who will reach out with any questions or corrections and will begin negotiation with the sponsor, as necessary.

For questions on ALICE submissions concerning industry contracts email ouc@unc.edu for questions on non-industry clinical trials contact the [Office of Clinical Trials](#). For technical questions with ALICE contact [ORIS Help Desk](#).