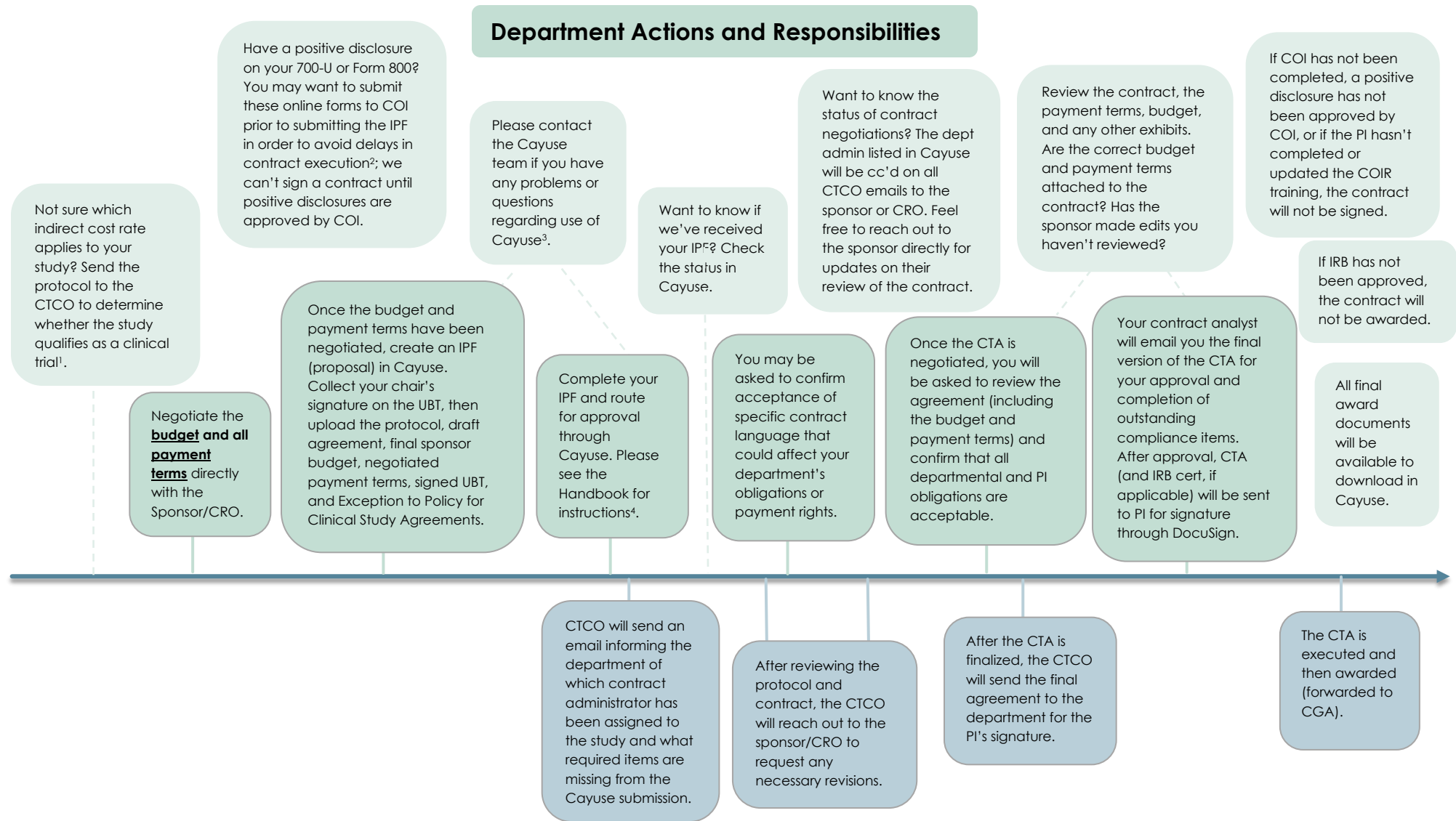


## Department Actions and Responsibilities



## 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](mailto: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, final sponsor budget and negotiated payment terms (if separate from the CTA), editable draft CTA (in Word format), protocol, and the Exception to Policy for Clinical Study Contracts  
 Clinical Service: internal budget, final sponsor budget and negotiated payment terms, editable draft service agreement, and protocol