



**Hackensack
Meridian *Health***

In order to ensure that the Clinical Research Department is able to review any new Clinical Trial Agreement in a timely fashion, Agreements will only be reviewed if all the documents and information listed below are provided at the time of submission. This complete submission ensures that the Contracts Department has all the requisite information at the time they begin their review and there is no time lost in seeking additional information from the Study team or Sponsor during the negotiation process. If an item on the checklist does not apply for a particular Study, please note “N/A” and in the Notes Section advise why.

Item	Check if Submitted	Notes/Contact Information
Final Protocol		
Budget		
ICF (if applicable)		
Clinical Trial Agreement		
Sponsor/CRO Contact		
Study team contact		
If applicable; If there is a Device has Procurement been advised If Medical Device involved please Contact: Christopher Hannon, MBA, MHA Manager, Corporate Value Analysis Program Corporate Purchasing Department		

Will CDI be involved in this research Project?