***Required Documents for Industry-Sponsored Clinical Trials***

Stanford PI Name: SPO #:

Subrecipient Name:

**New Subaward**

*Initiated by the Department via a requisition in iProcurement, using expenditure type 54710 for total costs.*

Approval from Sponsor to add subaward, if required. If required, coordinate with CT RPM

Statement of Work or Protocol provided via CT RPM

Note: Check for confidentiality issues before attaching to Subaward Agreement.

Payment Schedule and Terms, and/or Subrecipient’s detailed budget, provided by CT RPM

Subrecipient Commitment Form for Industry-Sponsored Clinical Trials, OSR Form #33CT

Human subjects approval docs received

Human subjects training verification checked “yes”

Audit/Financial Status verification by Stanford’s contracting officer

most recent A-133 audit report or OSR Form #47

Subrecipient Risk Analysis conducted by Stanford’s contracting officer

**Modifications**

|  |  |
| --- | --- |
| *Initiated by Department via a change order in iProcurement*  Verify whether Sponsor approval is required for modification. If required, obtain approval from Sponsor.  Verify or obtain current Audit/Financial Status (most recent A-133 or Form #47)  Current human subjects approval docs |  |
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