***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 |   |
|  |  |