

Instructions For Internal Use Only:

1. Research team must complete **ALL** the highlighted sections of this form.
2. Send the completed form to the sponsor
3. This form must be accepted as written by the sponsor. It **cannot** be redlined by the sponsor.
4. If the sponsor insists on using its own CDA then it will need to be submitted in accordance with the current process and it is likely to take a minimum of 3-5 weeks to execute.
5. Do not route to CU Anschutz central administration as the document is already executed by the University.
6. Once the sponsor signs the agreement it is fully executed, and the sponsor can share documents.
7. It is the responsibility of the PI and research team to maintain a copy of the executed agreement and provide it to university administration on request.
8. If the PI decides to move forward with the clinical trial, provide a copy of the executed CDA with the HSR portal submission