

Clinical Trial Agreement Workflow

Contracting Target Goal: 90 Days



1 RIA Approved Days

RIA Approval	0
UA Negotiator Assigned (assignments on Friday)	1 - 4

2 Redline Days

UA Initial Redline	7
Send to Banner for Review	1
CTSM Log into Service Hub	2
Negotiator Assigned	1 - 2
Banner Review/Redline	5 - 7

LEGEND

UAHS Research Admin.	●
Banner Health	●
Banner/Research Admin.	●
Sponsor/CRO	●
PI/Study Team	●
Other UA Offices	●

3 Negotiation Days

UA Sends Draft to Sponsor	1
Sponsor Response #1*	varies
UA and Banner Review Redline #2	5
Joint Negotiation/Counteroffer/Call	as needed
Sponsor Response #2*	varies
UA and Banner Review Redline #3	5
Joint Negotiation/Counteroffer/Call	as needed
Sponsor Response #3*	varies
Terms Accepted or Friday Escalation	5
Joint Negotiation/Counteroffer/Call	as needed

This process will continue until all parties have agreed upon terms.

APPROVED FOR SIGNATURE:
● UAHS ● Banner ● Sponsor

* Follow-Up Weekly	
Sponsor Follow-Up, c.c. PI (2X)	5
No Response, Escalate to PI*	1
PI Reaches Out to Sponsor	1

4 Final Days

UAR/PDD FULLY APPROVED:	
● PI ● UAHS ● SPS	varies
Final QA/QC	1
PI Signature*	1
Banner Signature	1
Sponsor Signature*	2
* Follow-Up Weekly	5

Friday Escalation Meeting

- Discuss Options**
1. Walk away from study ● UAHS
 2. Best and final offer ● Banner
 3. Continue negotiations
 4. Talk to PI
 5. Business decision

UA Internal Escalation (as needed)

Risk Management	Export Control
HIPAA Privacy Program	Office of General Counsel
IT Security	Sponsored Projects Services
Tech Launch Arizona	Department†

† For jurisdiction, publication waiver