Using the Kuali Negotiation Module to Submit Research Agreements for Review

If you are unable to log into Kuali or do not have access to the Negotiation Module, please contact the Clinical Trials Office at CTO@lsuhsc.edu.

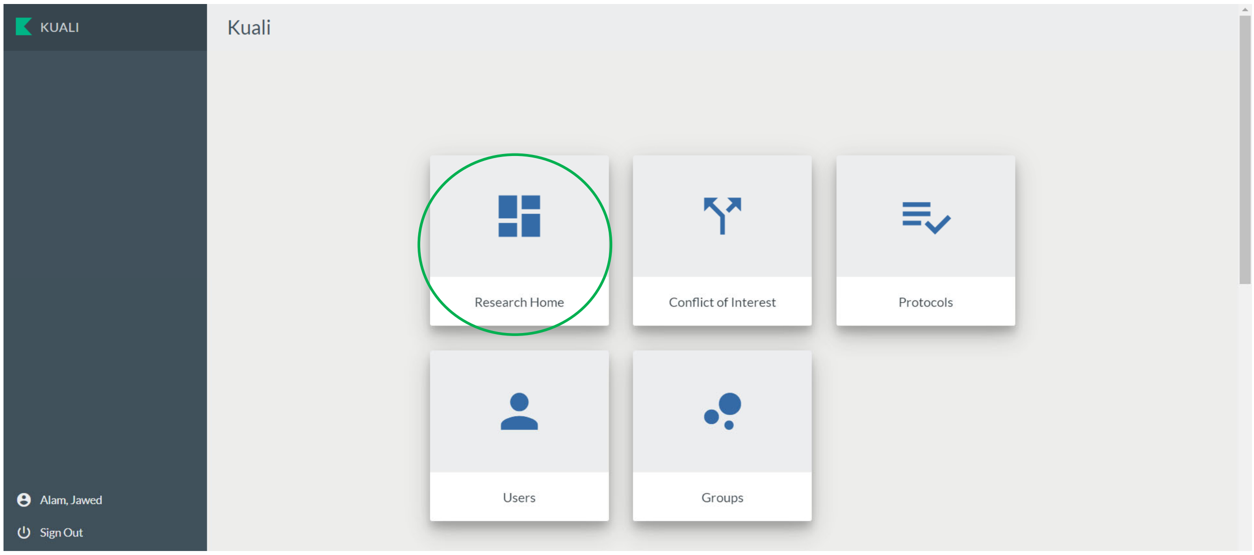
INITIAL SUBMISSION & REVIEW

1. Sign into Kuali:

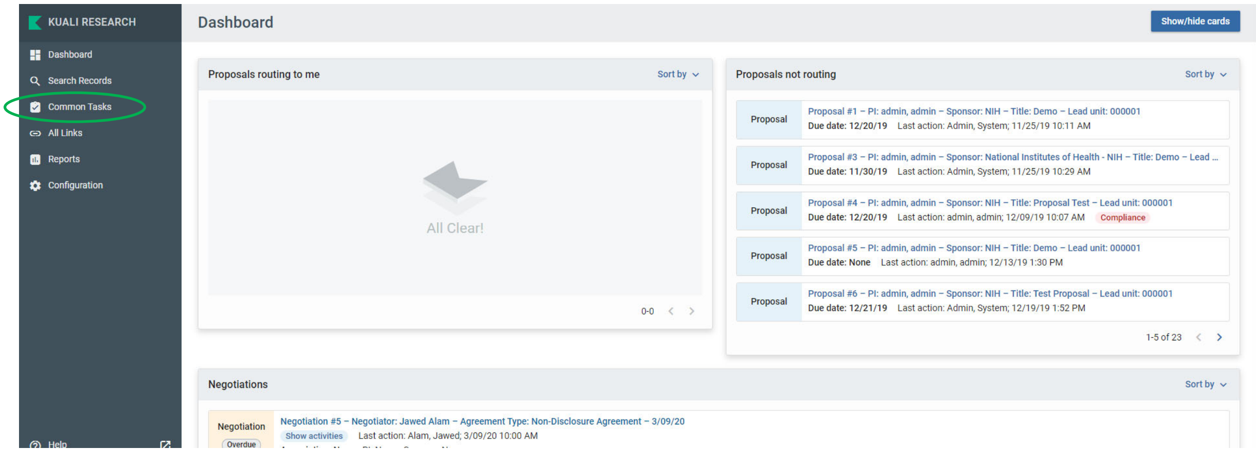
    a. Individuals **WITH** an LSUHSC email account: https://lsuhsc.kuali.co/

    b. Individuals **WITHOUT** an LSUHSC email account: https://lsuhsc.kuali.co/auth/kuali

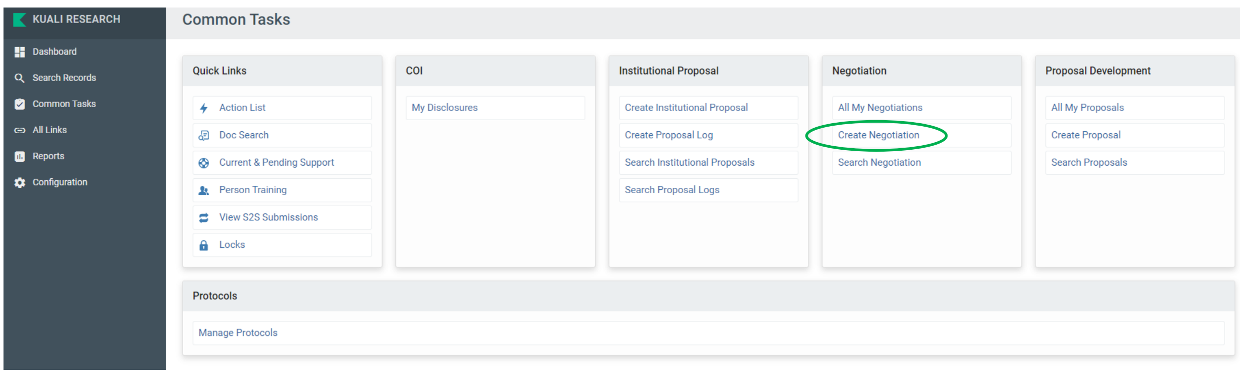
2. On the main page, click **Research Home**.



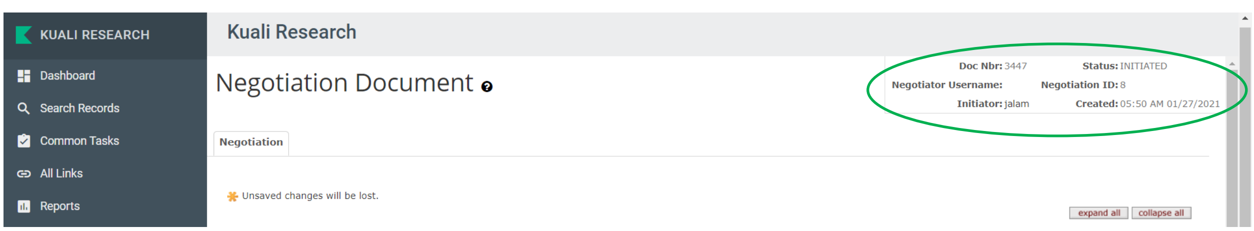
3. You will be directed to your Dashboard. Click **Common Tasks** on the sidebar menu. If the sidebar is not fully displayed, click on the arrow at the bottom of the sidebar to un-collapse the menu.



4. Click **Create Negotiation**.

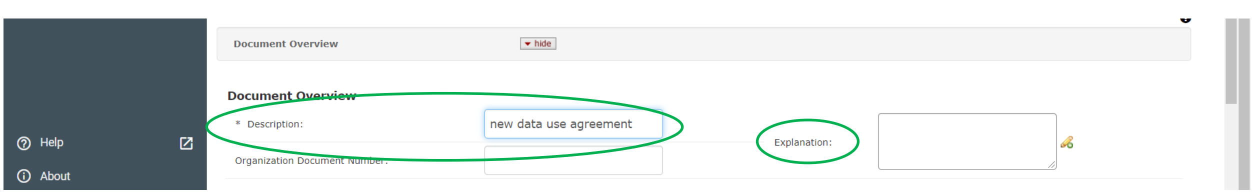


5. On the Negotiation Document page, the **Negotiation ID** and **Initiator** of the Negotiation will be listed in the top right-hand corner.



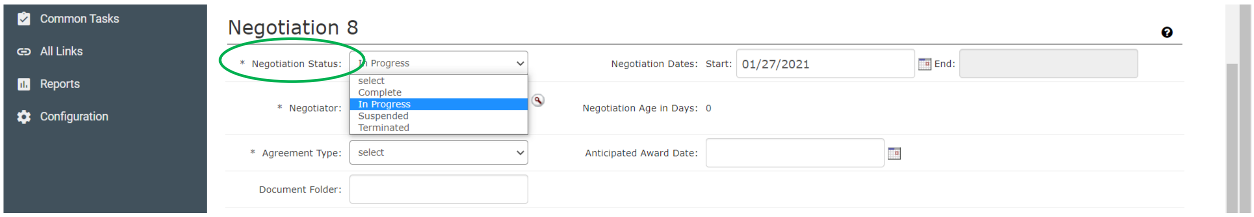
6. In the Document Overview section, enter a **Description** of the document such as *"new data use agreement."* An **Explanation** is not required but may be completed if you wish.

Fields marked with an asterisk require an entry. Other fields are optional.



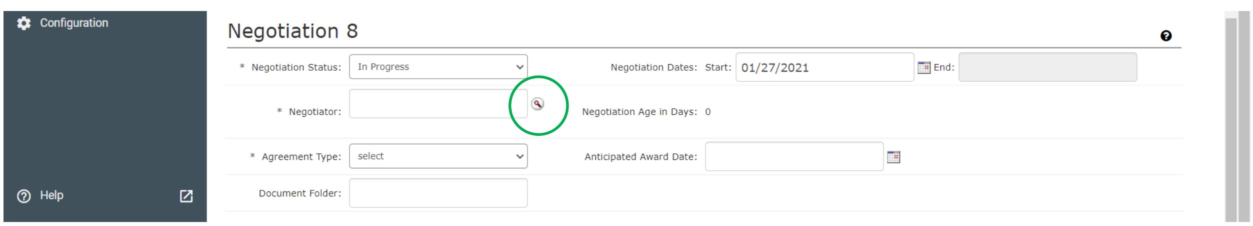
7. In the Negotiation section:

a. Click on the down arrow for **Negotiation Status** and select from the available options.



b. Click on the look-up button for **Negotiator**. In the context of Kuali Negotiations, the Negotiator is the primary reviewer of the agreement in the Office of Research Services (ORS), the Office of Innovation and Partnerships (OIP), or LCMC Health/UMC as described in the table below.

Agreement Type	Responsible Office	Negotiators
Material Transfer Agreement (MTA)	OIP	"Innovation Partnership"
Non-Disclosure Agreement (NDA)	OIP	"Innovation Partnership"
Data Use Agreement (DUA)	CTO	"Clinical Trials"
Clinical Trials Agreement (CTA)	CTO	"Clinical Trials"
Other Research Agreements	CTO	"Clinical Trials"



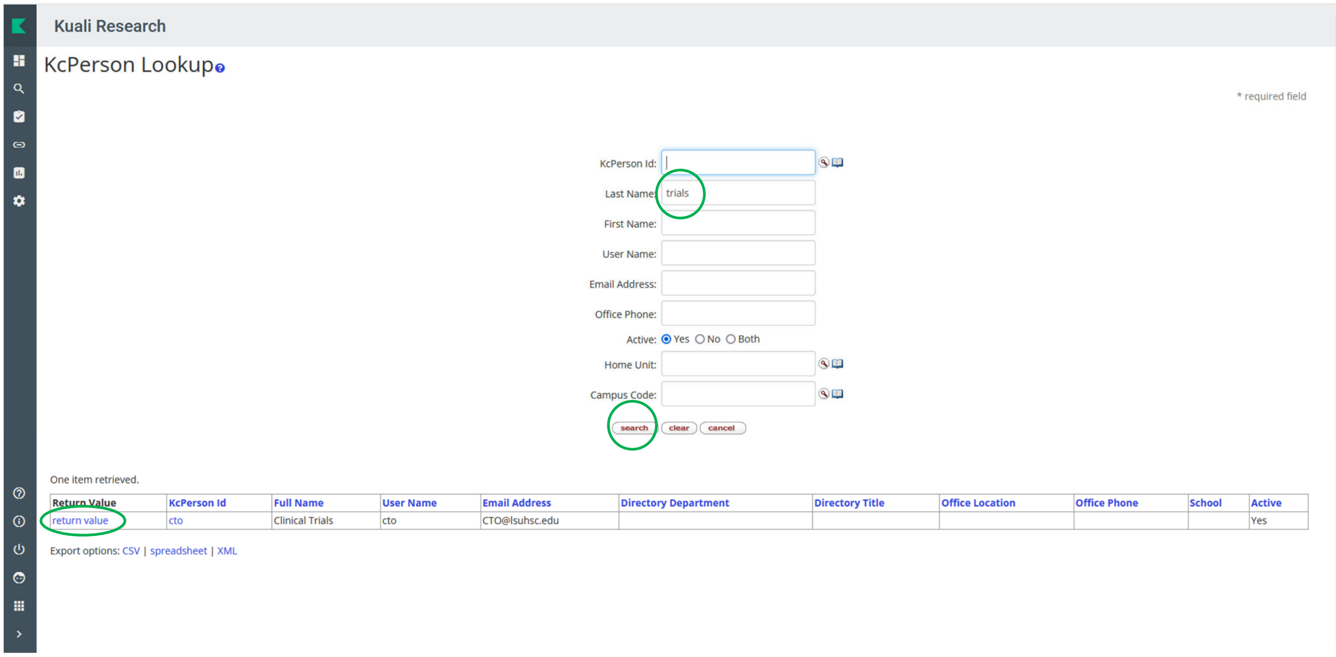
c. You will be directed to the Person Lookup page. Type in the name of the Negotiator.

i. Only one negotiator may be listed.

- **For CTO, type "Clinical" as the first name and/or "Trials" as the last name.**
- **For OIP, type "Innovation" as the first name and/or "Partnership" as the last name.**

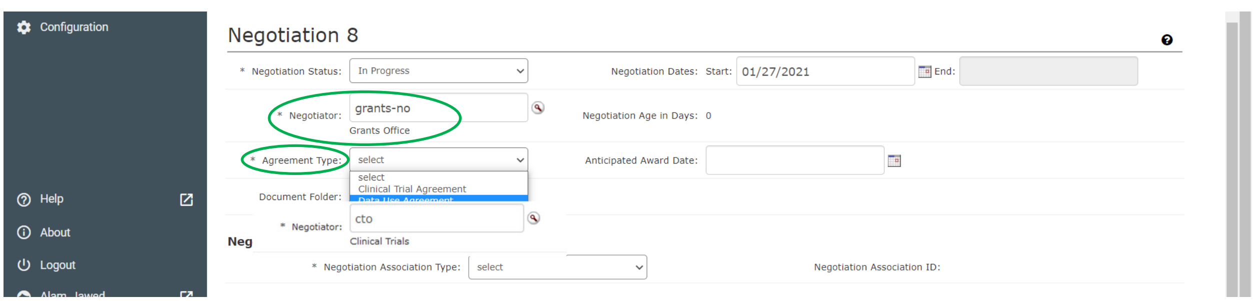
ii. Click **search**.

iii. Select the correct person from the table that appears at the bottom of the page by clicking "return value."

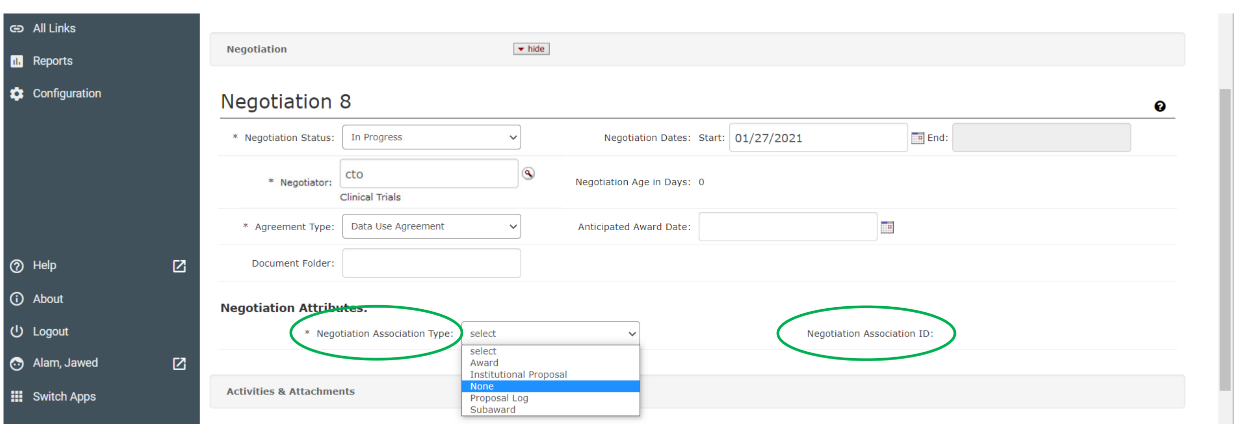


d. The **Negotiator** field will be populated with the individual selected.

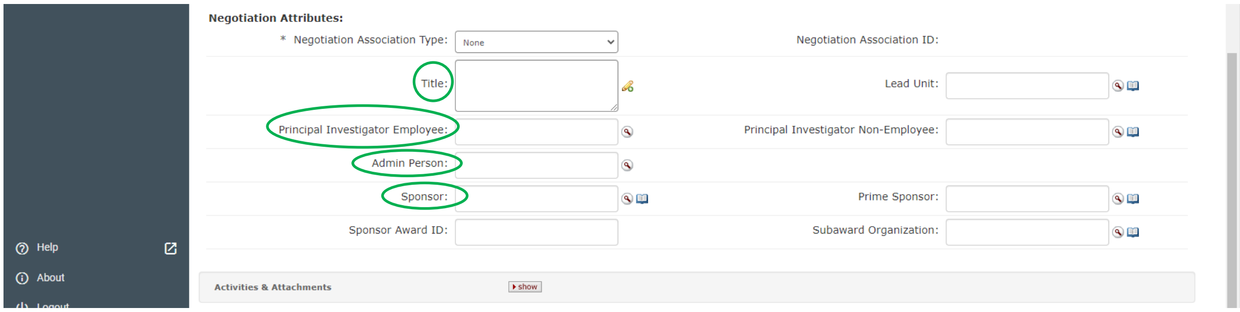
e. Click on the down arrow for **Agreement Type** and select from the available options.



f. Click on the down arrow for **Negotiation Association Type** and select “None”.



g. When “None” is selected, additional fields will appear. Although entries are not required, we ask that you enter the **Title** of the associated project, the **PI** name, the **Admin Person** name, and the **Sponsor**. Use the look-up function to retrieve the PI name, Admin name, and Sponsor.



8. In the Activities & Attachment section:

a. Click on the **Show/Hide** button to reveal the various subsections.

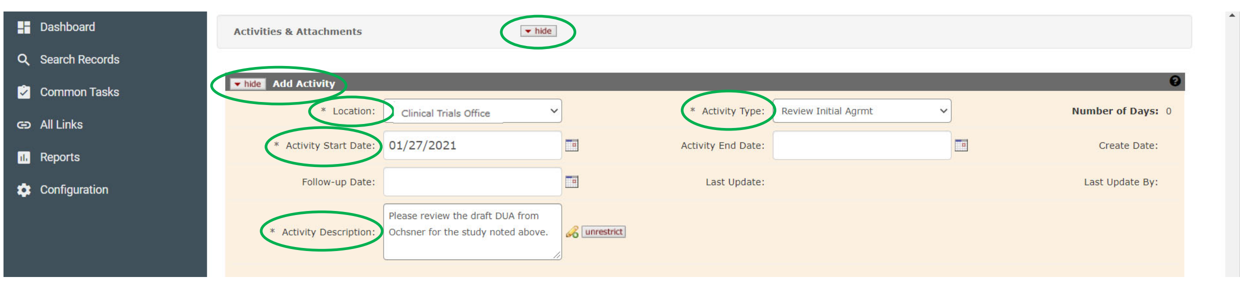
b. Click the Show/Hide button for **Add Activity** to reveal additional fields.

c. Select the **Location** where the activity will take place. For instance, initial review of MTAs and NDAs would occur in OIP whereas initial review of CTAs, DUA and other research agreements would occur in CTO.

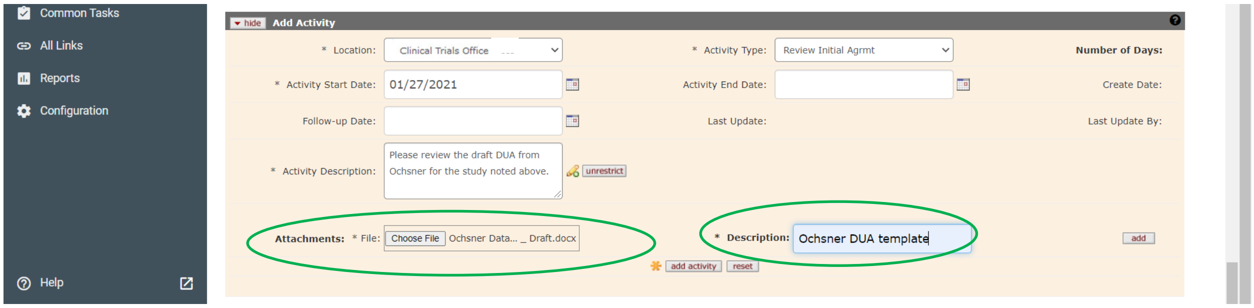
d. Click on the down arrow for **Activity Type** and select from the available options. For example, if submitting a new DUA for initial review, select *Review Initial Agrmt*.

e. Select the **Activity Start Date**, typically the day of submission.

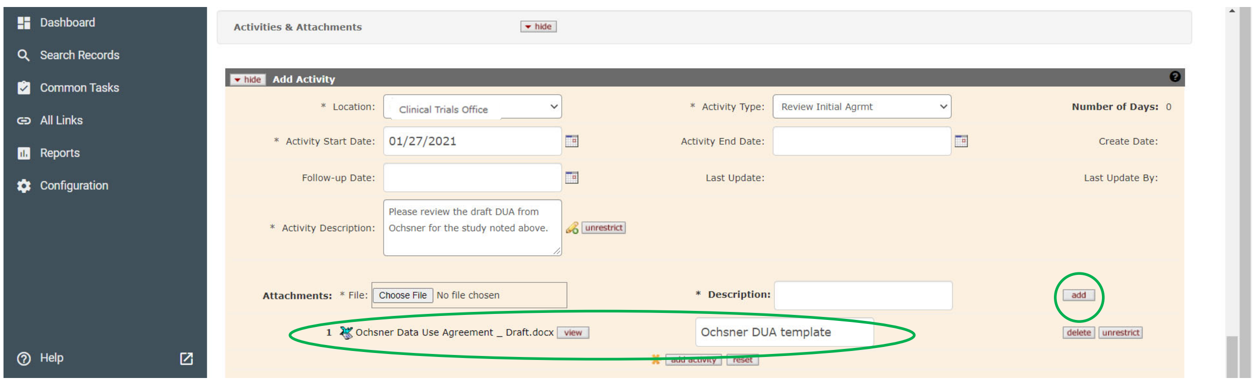
f. Provide the **Activity Description**. If a hospital is involved, include the hospital information here.



g. Choose the **Attachment** and provide a brief **Description** of the attachment.



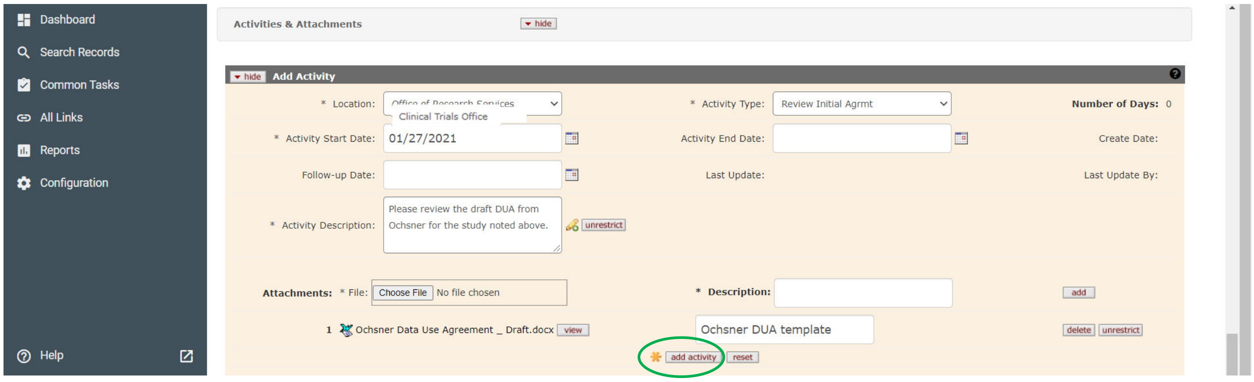
h. Click the add button to attach the Document. If add is not clicked, the document will not be attached.



i. Repeat Steps 8g-h to attach additional documents.

Agreement Type → Routing Docs ↓	**CTA**	**CTA Amendment**	**DUA**	**CDA**	**MTA**
Agreement	X	X	X	X	X
Payment Schedule	X	*If amended*			
In-House Budget	X	*If amended*			
Protocol	X	*If amended*			
Compliance Approvals	X				
Material Transfer Initiation Form					X

j. Once all documents have been attached, click the add activity button to register the activity in the negotiation. If add activity is not clicked, the Negotiation will not contain any activities for ORS or OIP to complete.

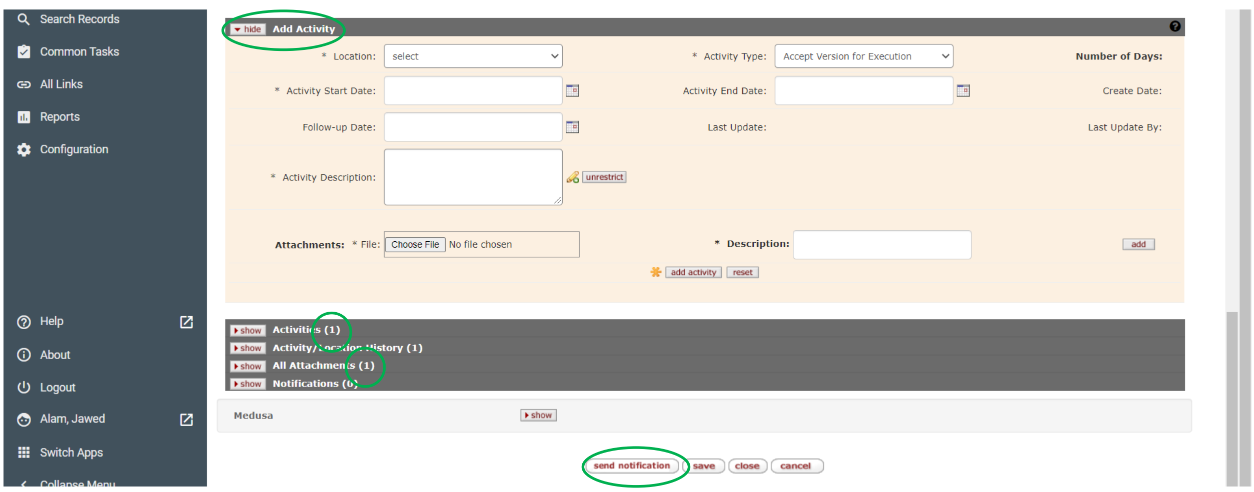


9. Next:

   a. An empty **Add Activity** section will appear for creation of a new activity (see Subsequent Review section below).

   b. The current number of **activities** and **attachments** associated with the **Negotiation** will be updated.

   c. Click **send notification**.



10. You will be directed to a new page containing the **Notification Editor** section.

    a. Click the look up button for **Employee Search** to access the Person Lookup page and select the individual(s) to whom the email notification should be sent (as in Step 7b-c).

       i. **Note: For notifications to CTO use the person name "Clinical Trials" so that the email notification will be sent to a central mailbox, CTO@lsuhsc.edu.**

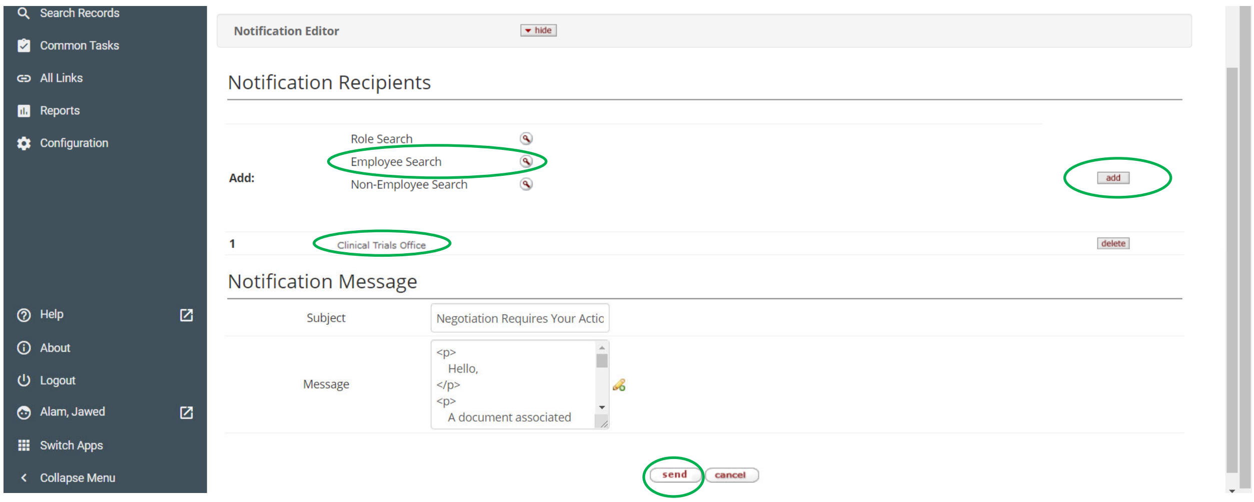
       ii. **For notifications to OIP, use the person name "Innovation Partnership" so that the email notification will be sent to a central mailbox, oip@lsuhsc.edu. [Also include both Patrick Reed and Katie Kuhn as recipients. See step 10c below.]**

b. **Click the add button and the name of the individual will be displayed. If the add button is not clicked, the individual will not be displayed and the email notification will not be sent to this individual.**

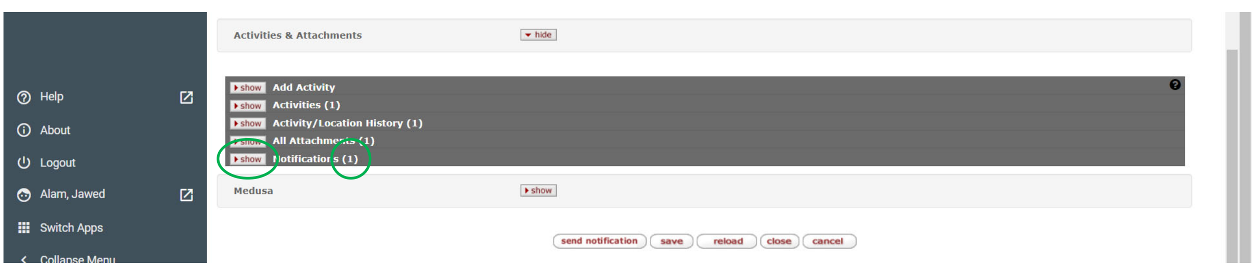
c. Repeat this process to add additional recipients, if necessary. **You must click the add button after each recipient is selected.** ***For documents being sent to OIP, please also include both Patrick Reed and Katie Kuhn as recipients.***

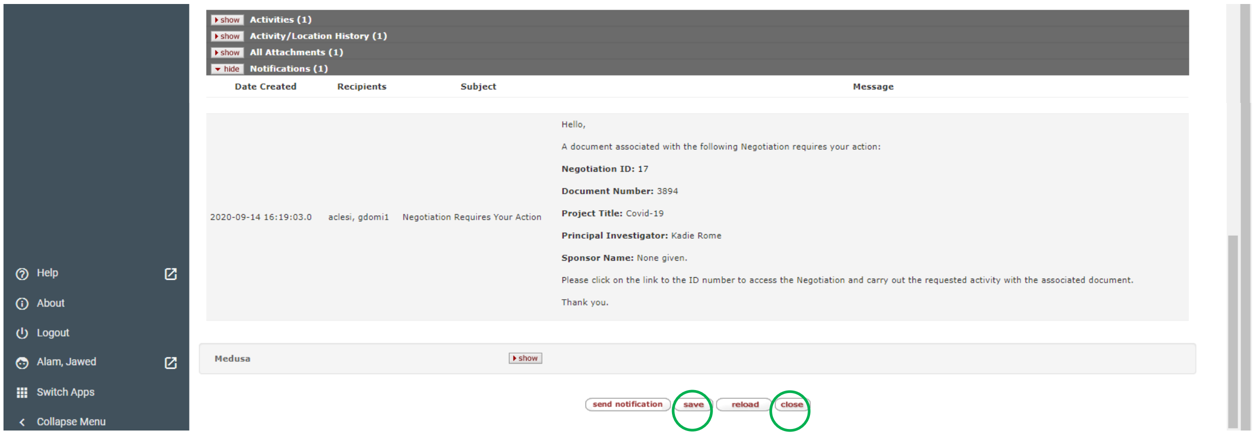
d. Click **send** to send the email notification.

e. **DO NOT** edit the Subject or Message in the Notification. The message text requires HTML coding.



11. You will be returned to the main Negotiation page. In the Activities & Attachments section, the Notification subsection will be updated to indicate a new notification. you can click on **show** to visualize the notification and recipients. When finished, click **save** and then **close**.





SUBSEQUENT REVIEW & NEGOTIATIONS

12. Once CTO or OIP has completed its initial review, it will follow the procedures described above to:

    a. Create a new Activity (for instance, *Review Revised Agrmt*) in the same Negotiation instance;

    b. Attach the reviewed agreement (with revisions as appropriate);

    c. Send an email notification to the PI or original submitter.

13. **Negotiations:**

    a. **MTAs & NDAs:** Except in extenuating circumstances, OIP will negotiate directly with the other party(ies).

    b. **CTAs, DUAs & Other Agreements:** The CTO is responsible for reviewing, and having the Sponsor review, any changes to the agreement and budget.

14. The Negotiation instance will be updated with additional activities, notifications and attachments until the agreement has been fully executed.