

The Office for Sponsored Research (OSR)*

- * Formerly known as the Office of Research and Sponsored Programs (ORSP). Some information and the website address may still include the old acronym.

Who uses the Office for Sponsored Research (OSR)?

- Everyone performing sponsored clinical research at NU
- OSR is responsible for reviewing all proposals that require University endorsement
- OSR also establishes the CUFs accounts to receive sponsor payments
- No sponsored clinical research can begin until an agreement has been signed by the Sponsor and OSR

What exactly does the Office of Sponsored Research (OSR) do?

- Identifies funding sources
- Assists in proposal development
- Reviews and approves proposals
- Negotiates and endorses contracts
- Creates accounts for award funds
- Promotes compliance with NU and agency guidelines

What does OSR need to begin reviewing an Industry Sponsored clinical study?

(CONTRACT)

- OSR-CT form (formerly known as ORSP-CT form), completely filled out and signed
- Draft agreement
- Draft budget
- Draft consent form
- Draft protocol

What does OSR need to begin reviewing a Non-Industry Sponsored clinical study?

(GRANT)

- OSR-1 form (formerly known as ORSP-1 form), completely filled out and signed
- OSR-100 (if Sponsor is NIH, NSF or AHA)
- Budget & Budget Justification
- Statement of Work (can be the Protocol)
- If NIH-funded: Face Page, Form Page 2, Section E of Research Plan, NU Modular Tabulator (if Modular), Checklist

Who needs to sign the OSR forms before they are submitted?

- The principal investigator
- All co-investigators, sub-investigators and fellows
- The department chair / division chief
- The dean (in some cases)

Where are the OSR forms submitted?

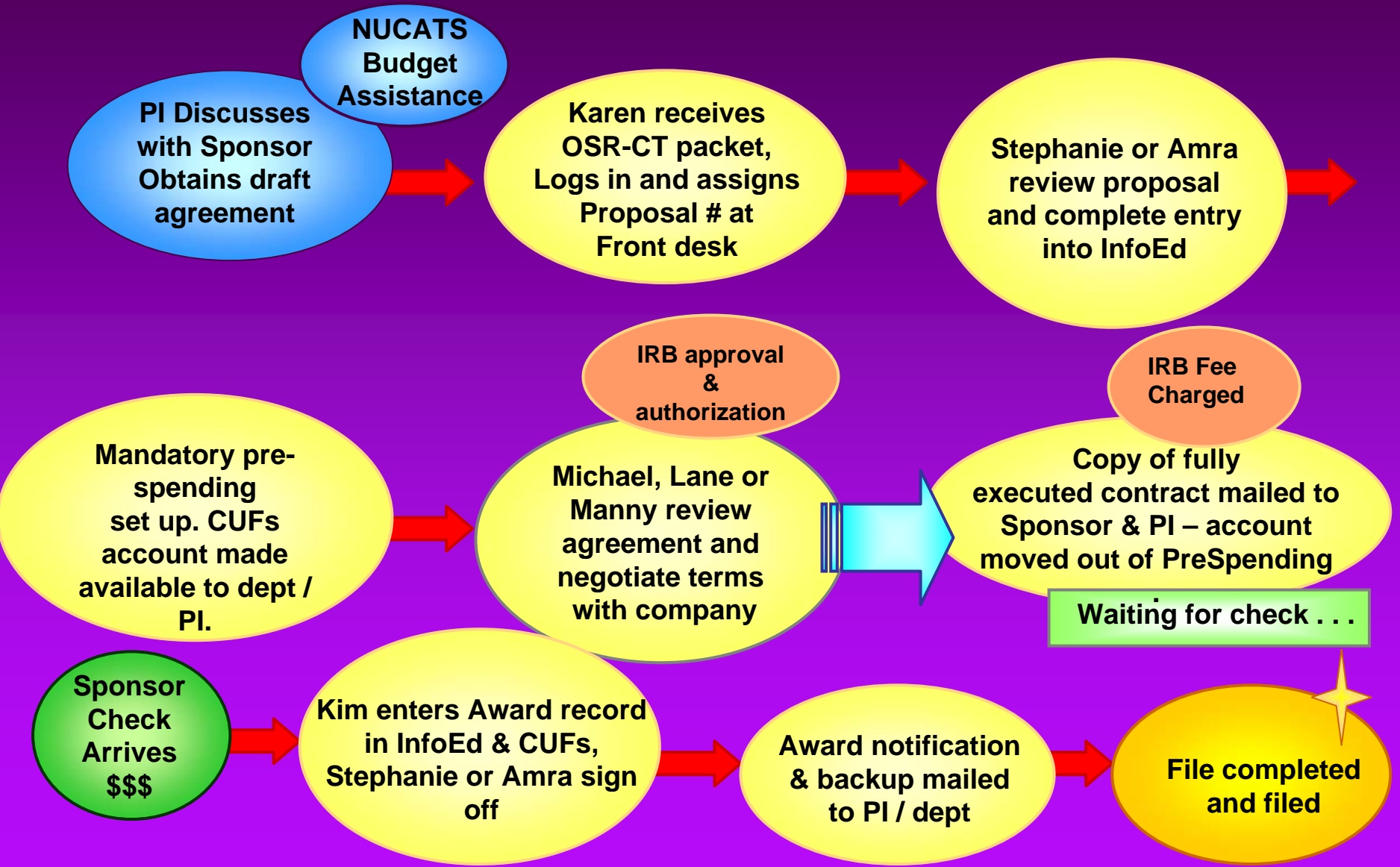
- The complete packet should be submitted to the front desk at OSR:
 - 7th floor of Rubloff Building
 - 750 North Lake Shore Drive
 - Chicago, IL 60611
- Ideally, forms should be submitted to OSR at the same time the appropriate forms are submitted to the IRB for review

Office for Sponsored Research (OSR)

Important Note

Draft materials should be submitted to OSR as soon as possible to begin the review process, but OSR will not be able to ***sign*** the negotiated agreement until they receive the IRB approval letter, the IRB-approved informed consent, the IRB-approved HIPAA authorization or waiver, the final budget, and the final protocol

What Happens to Your Industry Sponsored Proposal in OSR



What Happens to Your Non-Industry Sponsored Clinical Proposal in OSR



How long does it take for OSR to approve a new study?

- It depends! Some studies can be approved within weeks, some involve complex negotiations. These can take months.
- Try to submit your forms as soon as possible to cut down on any unavoidable delays.

Where do I get the OSR forms?

- OSR forms and their instructions can be found at: <http://www.northwestern.edu/orsp/>
- The website also includes a link called “Useful Data for Forms.” Be sure to check it out at: <http://www.research.northwestern.edu/osr/useful.html>

Who do I call for OSR questions?

- Call the Contract Officer or Department Assistant assigned to your study
- A list of OSR staff can be found at:
<http://www.research.northwestern.edu/osr/staff.html>
- You can also call the main phone number (3-7955), give your department name and ask to be connected to your team member