

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Cooperative Research and Development Agreement (CRADA)

Add/Edit/Save Data: Instructions for each field are in the table below. To save new data, click on *Save* at the bottom of the screen. To save revised data, click on *Update* at the bottom of the screen.

Delete: To delete a record, open the record and click on *Delete* at the bottom of the screen. Click on *Yes* in the confirmation window.

Field Descriptions and Contents:

Field Name	Description	Options/Definitions
EMIS ID		Non-editable internal database ID number for the record.
Receipt Date	Date received in ethics office.	Use m/d/yy or mm/dd/yy format for date.
CRADA #	Enter the CRADA identification number.	Alpha-numeric entry.
Start Date	Expected start date for the CRADA.	Use m/d/yy or mm/dd/yy format for date.
End Date	Expected end date.	Use m/d/yy or mm/dd/yy format for date.
Org Name	Full name of the outside CRADA partner. For multiple partners, abbreviate names if necessary.	Use full legal name(s), but abbreviate where possible, e.g., omit Inc.
Org Location	City, State, or City, Country where the partner is located.	Use standard 2-letter state abbreviation.
CRADA Type	Use drop down.	Initial Renew Amendment Supplement
To Reviewer	Date assigned to a reviewer	Use m/d/yy or mm/dd/yy format for date.
Reviewer	Last name, first initial of ethics official who reviews.	Ensure accurate data entry.
Review Date	Date review completed.	Use m/d/yy or mm/dd/yy format for date.
COI Identified?	Yes or No	If yes, identify the resolution type in the next field. The resolution type field is visible only if the answer to this question is yes.
Resolution Type	Use drop down options:	Pending Divestiture Removal Resignation Waiver Other (see note)
To DEC	Date sent to DEC.	Use m/d/yy or mm/dd/yy format for date.
DEC Sig	Date signed by the DEC.	Use m/d/yy or mm/dd/yy format for date.
Return to PI	Date packaged returned to the PI.	Use m/d/yy or mm/dd/yy format for date.
Notes	Include relevant information. Conserve space in the table, omit extra lines or spaces.	

Upload Files: This function permits you to upload files and attach them to the open record. At the bottom of the screen, click on *Browse*; locate the desired file; double click the file name; add a description if desired

Naming Convention: The final document concerning advice shall be named using the employee's name and initial(s), action (in this case, CRADA), CRADA Partner, CRADA Number, and DEC signature date. Use hyphens or underscore between words. ***Do not include blank spaces in the file name.***

For example, Indiana Jones' CRADA #123456 with AdVenture Therapeutics was signed by the Deputy Ethics Counselor on April 17, 2014. The file will be named as follows:

JonesI-CRADA-123456-AdVentureTherapeutics-2014-04-17.pdf

Files must be saved in a format which can be opened by other users, such as pdf or Microsoft Office software, i.e., Word or Excel. PDF files from a scanner are acceptable.

Document History:

File Name: Q:\EMIS\SOPs\Employee-Forms\CRADA-Data-Entry.doc

2/16/08	New Document. NEO (FEPLYler)
3/13/13	Revised, per revision of data table. FEPLYler
4/18/14	Revised. Updated logo and field instructions, per revisions. NEO (C.Galvin-Combet)