Browser Compatibility – PCs Only
For optimum system performance, we recommend you use Google Chrome. If you are unable to download Chrome due to administrative restrictions on your computer and are using Internet Explorer (IE) 9 or 10 you will need to be in compatibility mode while in BRAIN and switch out of compatibility mode when in the CTA system. Compatibility mode is denoted in the address bar – when the icon is highlighted you are in compatibility mode (blue icon).

To turn off compatibility mode you will need to click on the icon (note the compatibility icon turns grey).

If you are using IE7 you will need to upgrade. If you have IE9 or 10 installed but it is set in IE7 mode, you will need to set your Browser Mode and Document Mode to IE9.

How do you find out what browser you are in?
Open your browser and press the F12 button on your keyboard. A small window opens in the bottom half of your screen that lists Browser Mode and Document Mode.

Both Modes should be set to IE9. If they are not, click on them to update.
CTA Pre-Review Form Instructions

1. Clinical Trial Agreements funded by for-profit, industry sponsors should be submitted via the Clinical Trial Agreement link in BRAIN esp2.

Steps:
1. Create a new proposal in BRAIN esp2 – from the left hand menu bar of the home screen in esp2, choose ‘Create Proposal’. For Industry Sponsored Clinical Trials you should choose New or Resubmission / Amendment. Click on the disk forward icon.

a. If you are creating a New proposal, you will need to select Edit Proposal from the ‘What would you like to do?’ drop down menu. To initiate the CTA Pre-Review Form you will need to enter the PI Name (Section 1) and Proposal Title (Section 2).

b. If you are creating an Amendment proposal and the PI and Proposal Title will remain the same as the initial proposal, you can select Industry Clinical Trial Agreement from the ‘What would you like to do?’ drop down menu and hit “GO”.
Clicking on the Industry CTA link will take you to the new Clinical Trial Agreement System in a different browser window. If you are using IE9 or 10, you will need to turn off compatibility mode for the CTA system landing page to load correctly (the icon turns grey and the CTA page will reload).

2. To submit the new CTA Pre-Review Form, the answer to the first question must be **YES**. *If the answer is NO*, the agreement should be submitted to through BRAIN esp2 and will be reviewed by the Sponsored Programs Office or Baylor Licensing.

   a. Are you submitting an industry (for-profit) sponsored Clinical Trial Agreement (or amendment) for research involving human subjects? Select **Yes** and click on the **Submit** button.
You are required to complete each page of the CTA Pre-Review Form. **Required fields**, which are marked with a red asterisk*, need to be completed before you can proceed to the **NEXT** page. You can **SAVE** the form at any time. Access to the system is available through the esp2 proposal (choose Industry Clinical Trial Agreement from the ‘What would you like to do?’ drop down menu) or directly ([https://ictr.research.bcm.edu/CTACDA](https://ictr.research.bcm.edu/CTACDA)). Once you are in the CTA system, you can access any of the forms in Draft or Submitted status by clicking the appropriate link on the left menu bar.

b. The Proposal Number, PI Name and Proposal Title auto-populate on the CTA Pre-Review Form based on what was entered in BRAIN.

### CTA Pre-Review Form – Page 1

![CTA Pre-Review Form Image]
### Primary administrative contact
The primary administrative contact is the contract analyst's main administrative point of contact throughout the contract negotiations, and will be copied on all email correspondence relating to the negotiation process.

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Email</th>
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If you would like to add a secondary administrative contact, click here □

If the budget will be negotiated by someone other than the primary administrative contact, click here □

### Administrator to whom study payments should be mailed
If same as primary administrative contact, click here □

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<th>Last name</th>
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<th>Street</th>
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### Baylor contact information for study related PI notifications
If same as above, check here □

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<th>Last name</th>
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Upon submission of the completed Pre-Review Form an automated email acknowledgement will be sent to the PI and Administrative Contact listed on Page 2 of the form. Once the contract has been assigned to a contract associate, you will receive a second email noting the assignment.

You can check the status of a submitted agreement at any time by going back through BRAIN and selecting the Clinical Trial Agreement from the ‘What would you like to do?’ drop down menu for each proposal.

Alternatively you can access the system directly (https://ictr.research.bcm.edu/CTACDA) to see status of forms that have been initiated and not yet submitted (draft) and those that have been submitted.
Statuses in the CTA system include:
1. In Review with ICTR
2. In Review with Sponsor
3. CTA & IRB finalized – waiting for IRB approval
4. CTA & IRB finalized – waiting for budget
5. CTA finalized – waiting on IRB approval and budget
6. All final – waiting for PI to complete COI task
7. All final – waiting for PI to submit Proposal / sign agreement
8. Partially-executed with Sponsor
9. Approved
10. Funded

The left hand menu-bar allows you to access Forms in Draft and Submitted statuses.

Once the Agreement has been finalized, retrieval of the final document for PI signature will be via this system. Upon PI signature, the signed agreement will need to be uploaded and submitted back to the ICTR for institutional signature and final processing. You will also need to go back into BRAIN and complete the esp2 Proposal. For Department review and approval, you will need to attach a final internal budget to the BRAIN esp2 proposal. The assigned Contract Associate with approve and fund the Proposal, attach the final fully-executed agreement and route to Grants & Contracts Accounting for account setup.