

**Industry Clinical Trials - Pre-award
RACI Matrix**

Legend:		PI	Peds Department/CCTR	Study Team	Clinical Research Mgrs	PRA/Coverage Analyst	Peds RAS CT Pre-award	CHOA Research Admin	CHOA Dept Review Comm	CHOA OSP
Study Feasibility										
Sponsor-initiated Study										
Emory CDA	A	R	I	I						
CHOA CDA	A		I	R						R
Soliciting Study Documents from Sponsor	A		R	I			I			
Determination to Move Forward	A/R		I	I					C	
Investigator-initiated Study										
Concept Vetted with Sponsor	A/R		I	I						
Draft Budget	A			I		R	R			
Finalized Protocol Document	A/R		R	I						
Soliciting Study Documents	A		R	I			I			
Clinical Trial Pre-award										
Intent to Submit	A/R		R	C			C	C		
Submit Emory IRB Application	A/R		R	I			I			
Submit CHOA IRB Application	A/R		R	I				I		
Email Notification to PI of Assignment	I		I	I	I	A/R	I			
EPEX Draft - enter EPEX number in PRISM				I		A/R	I			
Obtain IRB Number			A/R	I						
Provide IRB Number to RAS Pre-award			C	A/R				I		
Enter IRB Number in PRISM						A/R	I			
Draft Contract Sent to OSP/OTT to Initiate Negotiations						A/R				
eCOI	A/R					R				
Notify Sponsor of Primary Contact						A/R				
Clarification of Clinical Requirements (if applicable)	A/R		R		I					
OCR Submission (if applicable)	I		C			A/R				
Request CHOA Coverage Analysis	I		C					A/R		
Complete OCR Form (if applicable)			A/R							
Emory IDS Budget Request (if applicable)						A/R				
PRA/Coverage Analysis Approval	A/R		I		R	I	I			
Submit Cost Option Form to Emory IRB			I			A/R				
CHOA DAF Request			I/C			A/R				
Grady Financial Clearance (if applicable)			A/R			I				
CHOA Budget Development Utilizing Sponsor Template	I/C		I/C	I/C				A/R		

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Peds RAS Budget Development Utilizing Sponsor Template	I/C		I/C	I/C		A/R	I/C		
PI Final Budget Approval	A/R		I	I		R	I		
Budget Negotiations with Sponsor	I/C		I/C	I/C		A/R	I/C		
CHOA LOI/Budget Finalized				I		I	R	A/R	
Preparation of Emory Internal Budget for Routing						A/R			
Preparation of Proposal for EPEX Routing						A/R			