

# Children's Proposal Routing Checklist for – NON-Emory Department of Pediatrics



## Getting Started

Complete and submit all forms and applicable documentation in order to initiate a CHOA study to the Office of Research Administration at [grantsadmin@choa.org](mailto:grantsadmin@choa.org). For studies with CHOA PIs and any Emory PIs outside of the Department of Pediatrics, please refer to this form. For Emory faculty, additional resources may be found on the following site: <http://www.pedsresearch.org/research/resources/>. Due to continuous updates, please refer back to the online checklist when starting a new or continued study rather than saving the forms on your computer.

**Coverage analysis:** Children's requires a Coverage Analysis be completed for all clinical studies involving human subjects and billable items and services (i.e., billable items/procedures/services such as those with CPTs, EAPs, etc.). The Coverage Analysis and billing grid will be completed by the CHOA Clinical Trial Feasibility Coordinator and will need the following documents sent to CHOA Research Administration: protocol, draft agreement, sponsor budget/payment schedule.

**Proposal Routing Forms listed below can be found here:** <http://www.choa.org/Pediatric-Research/For-Professionals/Research-Administration/Office-of-Sponsored-Programs/OSP-Forms>

**Sponsored Proposal Approval Form (SPAF):** This form is used to provide the Office of Sponsored Programs (OSP) with basic information regarding new proposals. It starts the pre-award process.

- Complete fill out all fields.
- Confirm PI Conflict of Interest (COI) is on file.

**Departmental Approval Form (DAF):** This form determines what patient care procedures, professional, and technical fees are required. It requires the approval of each department providing services to ensure that the department can provide those services. This form is completed and signed by the appropriate department managers, and submitted to the Research Administrator.

- Completely fill out the entire document. Indicate "NO" for the sections that do not apply to the study.
- Ensure that every section that is marked "YES" has a signature from the department representative.

## Other Required Proposal Documents

**Statement of Work (SOW):** A brief description of the work being done at Children's.

- Attached to internal forms. If awarded, this will be used as an exhibit in the sub agreement.

**Budget:** Details the costs associated with the research study. A clinical trial budget usually comes in the format of a Schedule of Events.

- If needed, obtain CPT code pricing. Please contact Kelly Crews ([Kelly.Dorsey@choa.org](mailto:Kelly.Dorsey@choa.org)) in Reimbursement for request verification. If applicable, retrieve Professional fee (Pro fee) pricing information from the appropriate department/service line.
- Include all ancillary budgets (i.e., Lab, PRC, Pharmacy, Radiology, etc.) for routing. Ancillary departments will provide correct CPT codes for the activities taking place in their respective areas.
- If an external subcontract is needed, obtain budget and statement of work.
- Budget Justification (if applicable): Documents the level of funding needed to support the project.

**Sponsor Required Forms (if applicable):** Any pre-award form that is required by the sponsoring agency.

- Sub-recipient commitment forms.
- NIH PHS applicant pages.

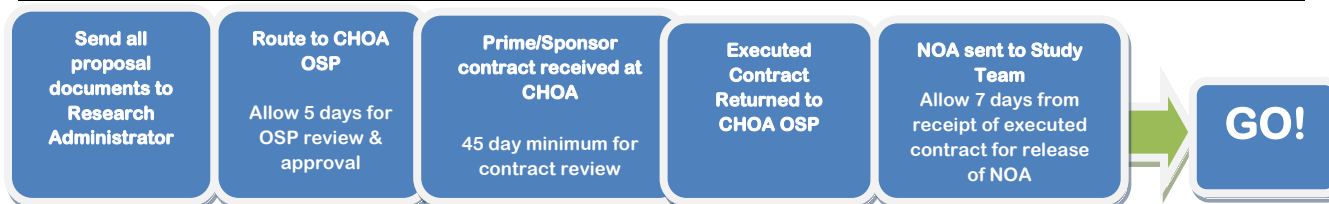
## Acronyms

CHOA - Children's Healthcare of Atlanta	OSP - Office of Sponsored Programs	ORA - Office of Research Administration	OGA - Office of Grants Accounting
PRC - Pediatric Research Center	IRB - Institutional Review Board	IAA - IRB Authorized Agreement	CPT - Current Procedural Terminology

# Children's Proposal Routing Checklist for – NON-Emory Department of Pediatrics



## Timeline



## Key Contacts

### Office of Research Administration Contacts:

Chee-Chee Manghram - Manager, Grants & Research Financial Operations [Chee-Chee.Manghram@choa.org](mailto:Chee-Chee.Manghram@choa.org)

Gigi Davis, Clinical Trial Feasibility Coordinator [Angela.Davis2@choa.org](mailto:Angela.Davis2@choa.org)

**Egleston** - Shareena Pettway-Jean, Sponsored Research Administrator [Shareena.Pettway-Jean@choa.org](mailto:Shareena.Pettway-Jean@choa.org)

Stacey Derico, Sponsored Research Administrator [Stacey.Derico@choa.org](mailto:Stacey.Derico@choa.org)

**Marcus Autism Center** - Deanna West Tankoo, Senior Sponsored Research Administrator [Deanna.WestTankoo@choa.org](mailto:Deanna.WestTankoo@choa.org)

Vanessa Strong, Sponsored Research Administrator (Post Award) [Vanessa.Strong@choa.org](mailto:Vanessa.Strong@choa.org)

**Scottish Rite** – Serrena Slaton, Sponsored Research Administrator [Serrena.Slaton@choa.org](mailto:Serrena.Slaton@choa.org)

General ORA Mailbox – [GrantsAdmin@choa.org](mailto:GrantsAdmin@choa.org)

Aflac Office of Grant Administration Contacts: [aflacga@choa.org](mailto:aflacga@choa.org)

## Useful Links

**Careforce:** Updated internal routing information and documents. Accessible by CHOA employees only.

<http://careforceconnection/Departments/SponsoredPrograms/SitePages/FORMS.aspx>

**Emory+Children's Pediatric Research Center:** Updated internal routing information and documents. Accessible by CHOA and Emory employees.

<http://www.pedsresearch.org/research/resources/research-administration/choa-ora/>

### Ancillary Departments List

<http://www.choa.org/Pediatric-Research/For-Professionals/Research-Administration/Office-of-Sponsored-Programs/~media/CHOA/Documents/Research/OSP-Forms/Ancillary-Departments-old.pdf>

### Office of Sponsored Programs (OSP)

<http://www.choa.org/Pediatric-Research/For-Professionals/Research-Administration/Office-of-Sponsored-Programs>

### Office of Research Administration (ORA)

<http://www.choa.org/Pediatric-Research/For-Professionals/Research-Administration/Office-of-Research-Administration>

### Office of Grants Accounting (OGA)

<http://careforceconnection/Departments/SponsoredPrograms/Pages/Office-of-Grants-Accounting.aspx>

### Children's Institutional Review Board (IRB)

<http://www.choa.org/Pediatric-Research/For-Professionals/Research-Administration/Institutional-Review-Board>

### Research Compliance

<http://careforce/cms2/default.aspx?id=2058>

**Children's Research Reference Sheet:** Provides institutional information such as DUNS number, tax ID number and F&A rates.

<http://careforceconnection/Departments/SponsoredPrograms/SitePages/FORMS.aspx>

**Top CPT Codes for Research** (Accessible by CHOA employees only)

<http://careforceconnection/Departments/SponsoredPrograms/Sponsored%20Programs%20Document%20Library/CHOA%20Research%20Top%20Requested%20CPT%20List%20%20REV03192015.pdf>