Research Administrator’s Meeting  
February 16, 2012  
WHSCAB Auditorium  
9:30 to 11:00

AGENDA
Follow-Up to ERAZ Mtg – OGCA Q&A  
OGCA Representatives
Residual Balance Transfer Policy  
Trish Haugaard & Pat Davis
Late VA MOU’s  
Trish Haugaard

ANNOUNCEMENTS & UPDATES

Congratulations to those who just passed the CRA exam
• Dean Kleinhenz and Latrisha Anderson – Pulmonary Medicine
• Cicely Stevenson, Laurie Hayner and Susan Guppy – Emory College

Effective February 1, 2012, all clinical trial related CDAs/NDAs requiring review and institutional signature should be sent to the listserv e-mail. The listserv e-mail address is:
OSP-CONTRACTS@LISTSERV.CC.EMORY.EDU
All Emory University and Emory Healthcare faculty and staff are able to submit CDAs/NDAs to the listserv from their Emory e-mail address (i.e. @emory.edu, @emoryhealthcare.org).
Please attach an editable version of the CDA/NDA when submitting to the listserv. Please also include the sponsor’s contact information (i.e. name and e-mail address) in the body of the e-mail.
The listserv will be monitored by OSP Contracts to ensure receipt and timely processing. Upon receipt, the status of the CDA/NDA can be found in the Contract Tracking System (eCTS), through the OSP website. For questions please contact Nikki Simmons at Nikki.simmons@emory.edu or Michael Nichols at Michael.l.nichols@emory.edu.

If you have any questions or would like to be added to the RAM listserv please contact Kelly at: 
ksimily@emory.edu
404-727-5671
Website: http://med.emory.edu/home/research/ora/