



Who are the IWK Contracts Administration team members and what do they do?

The [RIA Contracts Administration team](#) consists of a Lead Contracts Administrator and additional Contracts Administrators. Our team oversees the primary coordination, review, negotiation and execution of clinical and non-clinical research contracts ensuring compliance with internal and external policy and regulatory requirements and provides high-level pre-award contract development as required.

It is highly recommended that researchers seek the advice and assistance of the Contracts Administration team before making any commitments on contractual matters.

I have received an Agreement for an upcoming study. How can I send it to the Contracts Administration team?

All new research related contracts (with the exception of Confidential Disclosure Agreements or CDAs) are uploaded to [ROMEO](#) where they will then be assigned to a member of our team for review and negotiation.

I have received a Confidential Disclosure Agreement (CDA) for a new upcoming study. Should this be uploaded to ROMEO?

Confidential Disclosure Agreements (CDA) do not need to be uploaded to ROMEO: they should be sent directly to [Kayla Vaillancourt](#). Please also contact Kayla if you need guidance with uploading documents to ROMEO.

How can I upload a new file to ROMEO?

Please click [here](#) for instructions on how to upload a new file to ROMEO.

There is an amendment for an already existing study. Should this also be uploaded to ROMEO?

Amendments or additional documents for an already existing study must be uploaded to that study's ROMEO file. If you are unsure of the ROMEO file number, please contact research@iwk.nshealth.ca and provide the study title and IWK principal investigator name.

What kind of timelines can I expect after uploading my agreement or amendment?

We always strive to review, negotiate and execute agreements as quickly as possible. However, timelines for negotiation and execution of contracts vary greatly according to the type and complexity of the agreement, the response time of the sponsor or other party, and other factors which are often beyond our control. In some cases, legal advice may need to be taken, and there may be a protracted negotiation process between the IWK and the sponsor. If we have questions for you during the process, you will be contacted; please ensure that your study's ROMEO file always contains up-to-date contact information.

I have opened a file on the Certification side in ROMEO for my study. Do I need to open another file on the Awards side for the contract?

Yes, a Certification ROMEO file is necessary for obtaining Research Ethics Board (REB) approval, while the Awards ROMEO file is required for processing contracts and managing grants. Please note that the REB ROMEO file number differs from the Contract's ROMEO file number, so there could be two separate ROMEO numbers.

I have a contract for a study, but the REB approval is not ready. Can I still upload the file to ROMEO?

Yes, the file can be uploaded to ROMEO. The contract will go through the review and negotiation process but cannot be signed by the IWK authorizing individuals until the Ethics submission is approved. Please see the [Research Ethics page](#) on the IWK website for more information about ethics process.

How much in administrative, indirect or overhead costs should be added to the budget?

Please refer to the [IWK Cost Recovery for Research Activities Policy](#) for more information.

How do I establish a new research account?

Accounts are typically initiated by Research & Innovation Advancement (RIA) once a Research agreement is in place, or an award is granted. A fully signed agreement or an official funder Notice of Award, along with ethics approval if applicable, is required to open a new research account. Once the appropriate documentation is received, RIA will send the principal investigator an **Account Authorization Form** for review and completion. The completed form must be returned before the account is available for use. For additional questions or guidance contact [IWK Research Finance](#). You can also review their FAQ document [here](#).