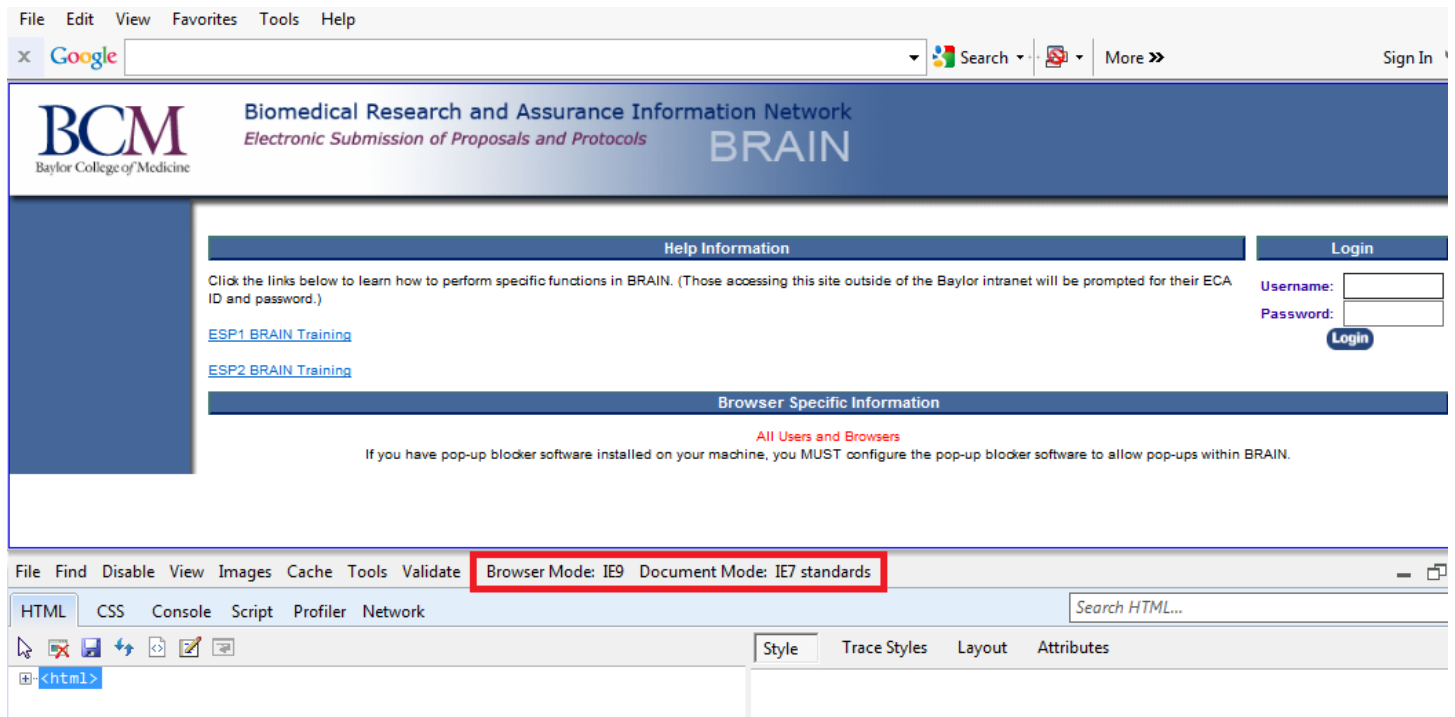


Browser Compatibility – PC Only

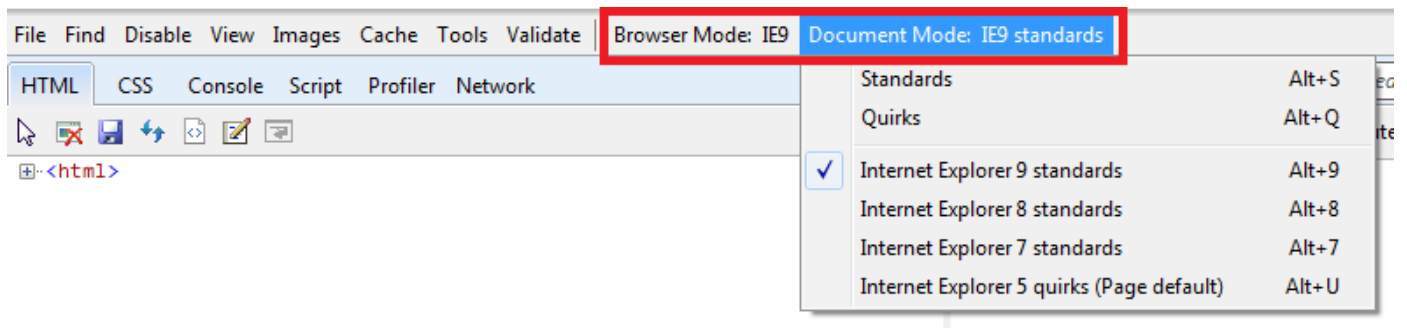
For optimum system performance, we recommend you use Mozilla Firefox or Google Chrome. If you are unable to download Chrome due to administrative restrictions on your computer you should be using Internet Explorer (IE) 9 or 10. If you are using IE7 you will need to upgrade. If you have IE9 or 10 installed 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.



Industry Sponsored Confidentiality Agreements (CDA/NDA) for Clinical Trials

1. Confidentiality Agreements related to clinical trials that will be funded by for-profit, industry sponsors should be submitted to the Institute for Clinical and Translational Research (ICTR) via the CDA online submission system - <https://ictr.research.bcm.edu/CTACDA>.
2. Log in using your BCM Enterprise Computing Account (ECA) username and password.

The screenshot shows the login page for the Confidentiality Disclosure Agreement (CDA) System. At the top left is the Baylor College of Medicine logo. The main header reads "Confidentiality Disclosure Agreement (CDA) System" with a "Help" link on the right. Below the header, a message says "Please login using your BCM Enterprise Computing Account (ECA)". There are two input fields: "User name:" and "Password:". A "Log in" button is positioned below the password field. At the bottom, a note states: "For optimum system performance, we recommend you use the latest version of Mozilla Firefox".

3. Once logged in, the left hand menu bar include three choices:
 - a. New Pre-Review Form – this option allows you to submit a new CDA
 - b. Draft Pre-Review Forms – this option includes all Pre-Review forms in draft form, created but not yet submitted
 - c. Submitted Pre-Review Forms – this option will show you all the pre-review forms you have submitted

The screenshot shows the home page of the Confidentiality Disclosure Agreement (CDA) System after login. The header is the same as the login page. On the right side of the header, there are links for "Help", "Home", and "Logout". On the left side, there is a dark blue sidebar menu with a "CDA" header and three options: "New Pre-Review Form", "Draft Pre-Review Forms", and "Submitted Pre-Review Forms". The "New Pre-Review Form" option is highlighted with a red box. The main content area displays "Welcome to CDA System" and provides contact information: "For questions/issues, please contact at CTA@bcm.edu" and "For technical issues, please contact [ICTR/RRO Research Informatics](#)".

4. To submit the new CDA Pre-Review Form, click on New Pre-Review Form.

This screenshot is identical to the previous one, showing the home page of the Confidentiality Disclosure Agreement (CDA) System. The "New Pre-Review Form" option in the left sidebar menu is highlighted with a red box, indicating the next step in the process.

5. The answer to the first question must be **YES**. *If the answer is NO*, the agreement should be submitted to 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.

The screenshot shows the top navigation bar of the Confidentiality Disclosure Agreement (CDA) System. On the left is the Baylor College of Medicine logo. In the center, the title "Confidentiality Disclosure Agreement (CDA) System" is displayed. On the right, there are links for "Help", "Home", and "Logout". Below the navigation bar, a message reads: "Please answer the following question to submit a CDA Pre-Review Form". The question is: "Are you submitting an industry (for-profit) sponsored Confidentiality Disclosure Agreement (CDA) for research involving human subjects?". There are two radio buttons: "Yes" (which is selected) and "No". A "Submit" button is located at the bottom center of the form area.

6. **Required fields**, which are marked with a **red asterisk***, need to be completed before you can **Submit** the form. You can **SAVE** the form at any time. Once you are in the CDA system, you can access any of the forms in Draft or Submitted status by clicking the appropriate link on the left menu bar.

CDA Pre-Review Form

The screenshot displays the "CDA Pre-Review Form" submission page. The top navigation bar is identical to the previous screenshot. On the left, a vertical menu contains the following items: "CDA", "New Pre-Review Form", "Draft Pre-Review Forms", and "Submitted Pre-Review Forms". The main content area is titled "CDA Pre-Review Form" and includes a note: "Complete the form in its entirety with information relevant to your CDA. Attach a Microsoft Word version of the CDA provided by the sponsor; a PDF version will not be reviewed. The agreement will be assigned to a reviewer for negotiation, upon submission of this form." The form contains several sections of required fields, each marked with a red asterisk: 1. Investigator information: Last name, First name, Telephone, and Email. 2. Department: A dropdown menu labeled "Please Select". 3. Study Title and/or Purpose of CDA (if Title is not yet known): A text input field. 4. Sponsor: A dropdown menu labeled "Please Select". 5. Uploaded CDA provided by sponsor (only MS Word document): A "Browse..." button. 6. Sponsor contact information: Last name, First name, Telephone, and Email. 7. Baylor administrator contact information: Last name, First name, Telephone, and Email. 8. Baylor contact information for contract-related questions: A checkbox "If same as above, check here" followed by Last name, First name, Telephone, and Email. At the bottom of the form, there are three buttons: "Save", "Submit", and "Cancel".

Upon submission of the completed Pre-Review Form an automated email acknowledgement will be sent to the PI and the listed Administrative Contact(s). Once the contract has been assigned to a contract associate, you will receive a second email noting the assignment. Once the agreement is 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.