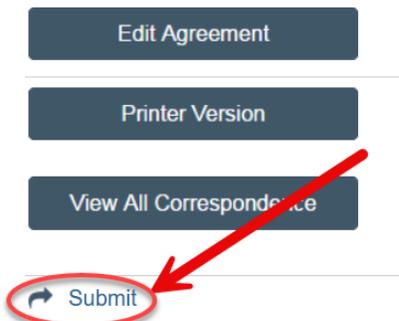


ERMS - Agreements

What activities require that the PI or Primary Contact “submit” them?

There are three activities in ERMS-Agreements that require an affirmative action from the PI before OSP can begin or continue their review of your agreement. These three things are specific to the Agreements module. Other ERMS modules may have different or additional activities that require affirmative actions from the PI.

Submitting the Request: The first, and most important, submit activity is the submission of the Agreement request itself. After completing the SmartForms and making any adjustments from the Agreement Workspace you’d like to make, you must submit your request by clicking the link that reads “Submit”:

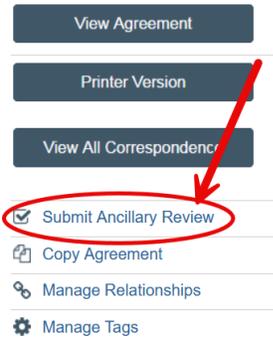


If the status of the Agreement is in “Pre-Submission” then the Agreement has not been submitted.

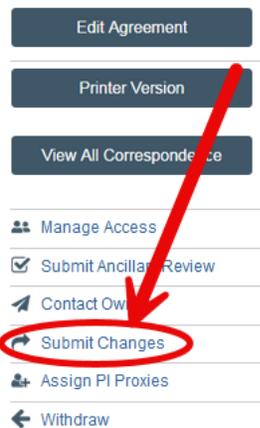
Not Submitted: 

Submitted:  or 

Ancillary Reviews: Ancillary Reviews are required when there is an official approval where documentation is required. Ancillary Reviews can be required from people and groups like the PI, department chairs/head/directors, Co-Investigators, centers and people responsible for budget negotiations. Ancillary Reviews can only be submitted by the person assigned to that review.



Clarification Requested: Clarification Requested is an activity that allows OSP to request additional critical information. It is important to remember that OSP does not have the power to clear a Clarification Request once it's been made. This means the PI, PI Proxy, or Primary Contact must submit the clarification for OSP to continue their review. While not every single question on the Smart Forms is required the information will, in most cases, still be needed to complete the review. A good way to prevent a Clarification Request being made is be as explicit and complete as possible when completing the SmartForms. If a Clarification Request is submitted to the PI it is because OSP cannot proceed with the information that they have.



Please contact OSP at contracts@uthscsa.edu for assistance with ERMS Agreements.

Updating Your Disclosure Profile within ERMS-COI

With the launch of ERMS-COI, you may receive requests via email to update your disclosure profile when triggered by a new research 'event' such as submitting a new study for IRB review or implementing a new or amended COI management plan. If you missed the email, you can also view and access the request from your Dashboard Inbox within ERMS:

Dashboard | Agreements | COI | IRB

Page for [redacted] Help

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Recently Viewed

Recent Pinned

- [redacted]
- [redacted]
- [redacted]

My Inbox

Filter by ID Settings

+ Add Filter ✕ Clear All

ID	Name	Date Created	Date Modified	State	Coordinator
DP0000132	Disclosure Profile for [redacted]	10/13/2023 9:18 PM	12/27/2023 3:50 PM	Action Required	[redacted]

1 items page 1 of 1 25 / page

Responding to these requests requires only a couple of clicks if you have nothing to disclose. If you do need to make a disclosure it should not take more than 5-10 minutes. Ensuring a timely response is imperative to remaining compliant with policies related to COIs at local, state, and federal levels.

Thank you for working with us to uphold the highest standards in research integrity. We are always here to assist you with your research needs. Please reach out to coi@uthscsa.edu with any questions or if you would like us to walk you through the disclosure process within ERMS!