



**Nova Southeastern University
Standard Operating Procedure**

<u>Title: Obtaining Liability Check for Incoming Clinical Trials</u>		<u>Version # 1</u>
SOP Number: OCR-GEN-003	Effective Date: August 2013	Page 1 of 2

PURPOSE: The purpose of this Standard Operating Procedure (SOP) is to inform the Administrative Director of the Office of Clinical Research or their delegate of the procedures to be followed in obtaining insurance for clinical trials.

PROCEDURE FOR OBTAINING LIABILITY APPROVAL:

1. Upon IRB approval of a Clinical Trial, the Office of Clinical Research will
 - 1.1. Create a Liability Report
 - 1.1.1. Project Title
 - 1.1.2. Brief Description of the Study
 - 1.1.3. Principal Investigator
 - 1.1.4. Mailing address
 - 1.1.5. Research Assistants
 - 1.1.6. Location of the study
 - 1.1.7. Steps of the Research
 - 1.1.8. Dates and Phases of the Study
 - 1.1.9. Funding Information
 - 1.1.10. Risk/Benefit ratio
 - 1.1.11. Risks, Discomforts & Inconveniences
 - 1.2. Send Liability Report electronically to NSU insurance carrier
 - 1.2.1. Give copy to CRC staff for inclusion in Project Digest
 - 1.2.2. Document and place a copy in the Liability Binder

1.3. When response from insurance carrier is received by electronic communication

1.3.1. The CRC will complete the date of submission and date of approval in the Liability Binder